

महानगर टेलीफोन निगम लिमिटेड, मुंबई



MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI

(A Government of India Enterprises)

कार्यकारी निदेशक का कार्यालय, 9वीं मंजिल, टेलीफोन हाउस, एमटीएनएल मार्ग, दादर (प.), मुंबई-400 028
O/o Executive Director, Welfare Section, 9th Floor, Telephone House,
MTNL Marg, Dadar (W), Mumbai - 400 028. Ph: 24377676; Fax: 24328386; 24311003

WL/110-23/Retd.empl/CGHIS/Enrollment/2018-19/64

DT 01/11/2018

To
All GMs/CE(BW)
MTNL, Mumbai.

**Sub: Single Window Facility for Retired Employees for
Submission of Life Certificate.**

Ref :-1) No.WL/110-23/Retd.Emp/CGHIS/Enrollment/2017-18/26 dtd.31/10/2017
2) No. MTNL/PEN/Genl.Cor/2018-19/49 dtd.16/10/2018

Submission of Life Certificate for Pension purpose :

Area Admin Unit Office hereby authorize to collect the Life Certificate attested by the authority prescribed in Rule 343 of CTR and same will be submitted to AO (PDA), CCA, Mumbai on day to day basis.

In this case, any Retired Employee, i. e. for example – suppose he/she retired from GM (South) area but residing in nearest to GM (West-3) area or any GM area can submit their Life Certificate at GM (West-3) area or vise - versa.

Area GM Office incharge/ assistant will not refuse to accept Life Certificate of any retired employee.

This may be given wide publicity.

This has got approval competent Authority.

Dy.General Manager(IR)
MTNL, Mumbai
उप महाप्रबंधक (आय. आर.)
DY. GENERAL MANAGER (IR)
महानगर टेलिफोन निगम लिमिटेड, मुंबई
Mahanagar Telephone Nigam Ltd., Mumbai

Copy to :

- 1 All PGMs, MTNL, Mumbai.
- 2 Sr.GM (Admn), MTNL, Mumbai.
- 3 GM (Finance), MTNL, Mumbai.
4. All SM (Admn)/ DM (Cash/Works) For necessary action pl
- 5 General Secretary, MTNKS, Mumbai
6. Association and Union of Retired Executive and Non-Executive

महानगर टेलीफोन निगम लिमिटेड, मुंबई

BG/G-2



MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI

(A Government of India Enterprises)

कार्यकारी निदेशक का कार्यालय, 9वीं मंजिल, टेलीफोन हाउस, एमटीएनएल मार्ग, दादर (प), मुंबई-400 028

O/o Executive Director, Welfare Section, 9th Floor, Telephone House,

MTNL Marg, Dadar (W), Mumbai - 400 028. Ph: 24377676; Fax: 24328386; 24311003

WL/110-23/Retd. Empl/CGHIS/Enrollment/2017-18/26

DT. 31/10/2017

To,
All GMs / CE (BW),
MTNL, Mumbai.

**Sub: Single window facility for retired employees for
submission of Life Certificate**

Ref: No. ED/MTNL/Misc/2017-18, dt. 11.09.2017

In continuation to the letter dt. 11.09.2017 issued by ED, it has been brought to my notice by the General Secretary of Mahanagar Telephone Nigam Kamgar Sangh that the retired employees are facing difficulty for submission of life certificate for pension purpose.

In this regard, it is requested to ensure that a SINGLE WINDOW facility is provided in the all Area GM unit for obtaining and providing following facility irrespective of their units.

Submission of Life Certificate for pension purpose:


Area Admin Unit Office hereby authorize to collect the Life Certificate attested by the authority prescribed in Rule 343 of CTR and same will be submitted to AO(PDA), CCA, Mumbai on day to day basis.

In this case, any Retired Employee, i.e. for example - supposed he/she retired from GM (South) area but residing in nearest to GM (West-3) area or any GM area can be submit their Life Certificate at GM (West-3) area or vice a versa.

Area GM Office incharge/ assistant will not refuse to accept Life Certificate of any retired employee.

This is for wide circulation.

This has got approval of ED, MTNL, Mumbai


Dy. General Manager (LR)

MTNL, Mumbai.

Dy. General Manager (LR)

Copy to:

- | | |
|---|--------------------------|
| (1) All PGMs, MTNL, Mumbai: | For info. pl. |
| (2) Sr. GM (Admn), MTNL, Mumbai: | For info. pl. |
| (3) GM (Fin), MTNL, Mumbai: | For info. pl. |
| (4) All SM (Admn)/ DM (Cash/Works): | For necessary action pl. |
| (5) General Secretary, MTNKS, Mumbai. | |
| (6) Association and Union of Retired Executives & Non-Executives. | |

महानगर टेलीफोन निगम लिमिटेड, मुंबई
Dy. General Manager (LR)



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

O/o DGM (Pension),
Pension Cell, 4th Floor, Currey Road Tele.Exch.Bldg, Mumbai - 400 012.

04/10/18

No. MTNL/PEN/Genl-Corr /2018-19/49

October 16, 2018

To,
All DGM's (Finance)
MTNL Mumbai

**Sub: Annual Life verification of Combined Service Optees of MTNL Pensioners by
O/o CCA, Mumbai**

Ref: 1. CCA/Mumbai/PDA/LIFE CERTIFICATION2018-19 dated 11-10-2018
2. Pr.CCA/MH/PDA/Life Certification/2018-19 dated 11-10-2018

With reference to above, the annual life certification of Combined Service Optees of MTNL pensioners will begin from 01-11-2018 in the O/o CCA Mumbai. Suitable instructions may be given to the concern for proper guidance/communication to pensioners to make the process hasslefree.

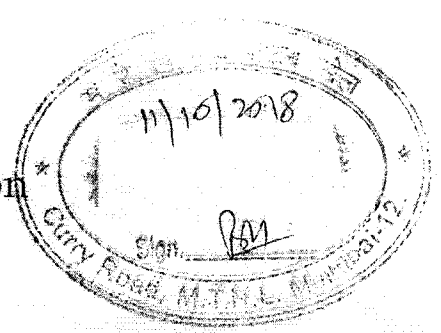
M. N. N. N.
16/10/18
Dy. Manager (Pension)
MTNL, Mumbai-400012

Encl: as above

Copy to:
Sr. Manager (SR), MTNL Mumbai -

for necessary arrangement of collection of life certificate produced by the pensioner with the compliance of Rule 343 of the Central Treasury Rules and submission to AO (PDA), O/o CCA Mumbai.

Govt. of India
Department of Telecommunication
O/o CCA, Mumbai Circle.
Currey Road Telephone Exchange Bldg.,
3rd Floor, Mumbai - 400012



No. CCA/Mumbai/PDA/LIFE CERTIFICATION2018-19

Dated: - 11/10/2018

To,
DGM (Pension)
MTNL Mumbai

Sub:- Annual Life Verification of Combined Service Optees of MTNL pensioners by
O/o CCA Mumbai

Annual Life Verification of Combined Service Optees of MTNL pensioners by O/o
CCA Mumbai will begin from 1st November 2018, following procedure may be followed:

1. The pensioner has to submit Life Certificate in the month of November, in the O/o AO (PDA) CCA Currey Road. The pensioner will be required to appear in person before the AO (PDA).
2. Those pensioners who are unable to attend office in person due to illness, disability etc, may send their life certificates in the prescribed proforma issued by the authority prescribed in Rule 343 of the Central Treasury Rules.
3. A life certificate issued online by a Government Agency as a result of Aadhar Biometric Authentication will also be accepted as a valid certificate. (The detailed procedure for Jeevan Pramaan Registration is elaborated in separate letter dtd.11/10/2018 issued by this office)

Note: MTNL units may also be authorised to collect Life certificates from Pensioners from 1st November onwards in the prescribed proforma issued by the authority prescribed in the Rules.

Further the office of O/o CCA, Mumbai Circle, Currey Road will remain open on all Saturdays in the month of November 2018 for receipt of Life certificates. The office will remain closed on Holidays & Sundays. (viz. Holiday: - Diwali Wednesday 07/11/2018, Id -e- Milad Wednesday 21/11/2018, Guru Nanak Jayanti Friday 23/11/2018, Sunday:- 04/11/2018, Sunday:- 11/11/2018 , Sunday:-18/11/2018 & Sunday:-25/11/2018)

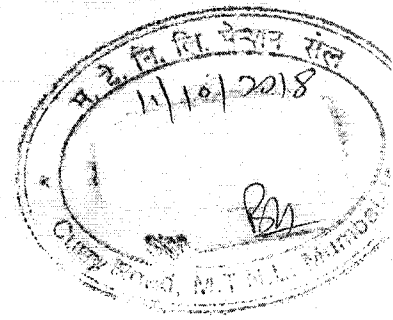
Office Timings: - 09.30 AM to 06.00 PM.

Address:

Accounts Officer (PDA),
O/o CCA, Mumbai,
3rd Floor, Currey Road Telephone Exchange Bldg.,
Currey Road (East), Mumbai - 400012.

Accounts Officer (PDA), 11/10/18
Mumbai - 400 012.

Govt. of India
Department of Telecommunication
O/o CCA, Mumbai Circle,
Currey Road Telephone Exchange Bldg.,
3rd Floor, Mumbai - 400012



No. Pr. CCA/MH/PDA/Life Certification/2018-19

Dated: - 11/10/2018

To,
DGM (Pension)
MTNL Mumbai

Sub:- Annual Life Verification of Combined Service Optees of MTNL pensioners by
O/o CCA Mumbai.

Ref:- DoT Letter No.26-10/TA-I/2014/4635 to 4637 dated:-10.12.2014

As per the instructions issued vide DoT letter cited above, once in a year in the month of November, the pensioner will be required to appear in person before the AO (PDA). The AO (PDA) will be personally responsible for proper identification of the pensioner. Those pensioners who are unable to attend office in person due to illness, disability etc. may send their life certificates in the prescribed proforma issued by the authority prescribed in the Rules (**Annexure-V**) copy enclosed.

A life certificate issued online by a Government Agency as a result of Aadhar Biometric Authentication will also be accepted as a valid certificate. This document may be assessed through a Website by the Pension Disbursing Authority without insisting either on personal appearance of the pensioner or life Certificate by the competent authority (The detailed procedure for **Jeevan Pramaan Registration** is elaborated in separate letter dtd.11/10/2018 issued by this office)

The pensioners/ family pensioners would be required to furnish non-employment or an employment / re-employment certificate in a department / office, company, corporation, autonomous body or registered society of a Central or State Govt. or Union Territory or a local Fund once in a year in the month of November in the form prescribed in **Annexure-VI**. In case of a pensioner (including family pension) is re-employed in a Department/Office, Company, Corporation, Autonomous body or a registered society of Central/State Government or Union Territory or a local fund, the same should be intimated to the O/o CCA Mumbai.

Retired Group A Officers are required to furnish a declaration in May and November each year in the forms prescribed at **Annexure-VII** about acceptance / non-acceptance of Commercial employment within one year one year from the Date of their retirement and also about acceptance/ non-acceptance of the employment under any Government outside India/ International Organization of which Government of India is not a member. If commercial employment has been accepted within one year from the date of retirement without obtaining Government's approval or any of the conditions attached thereto by the Government while according approval has been violated at any time within one year from the date of retirement, or if employment under any Government outside India or under international organization of which Government of India is not a member has been accepted, the Accounts Officer (PDA) will take necessary action as per Rules before making further pension payments.

In case of Family pension, if the recipient is unmarried daughter or widower, certificate of non-employment, marriage/remarriage is to be furnished by the recipient once in six months i.e. May & November. The format of this specific certificate is attached.

Prescribed proforma for life Certification (copy enclosed)

This is for information & necessary action please.



Accounts Officer (PDA), 11/10/18
Mumbai - 400 012.

Encl :- 1) Extract of Treasury Rules
2) Proforma for life Certification

STAFF NO. _____

LIFE CERTIFICATE

(to be submitted in the month of November along with Copy of Aadhar Card)

Certified that I have seen the Pensioner Mr/Mrs./Miss _____
Son/Daughter/Wife/Husband of _____ holder
of P.P.O. No. _____, Bank a/c no. _____ and he/she is alive on this date.

Pensioner's signature : _____

Signature of Authorised Officer

(With Seal & Date)

Pensioner's Aadhar No. _____

Pensioner's PAN No. _____

Pensioner's Mobile No. _____

RE-MARRIAGE/NON-RE-MARRIAGE CERTIFICATE

(Only in case of Family Pensioners)

I hereby declare that I have / have not married/ re-married during the last one year and not earning more than Rs 9000/- pm.

Signature/Thumb impression of Pensioner

EMPLOYMENT / NON RE-EMPLOYMENT CERTIFICATE

(only in case of Gr "A" Officers)

- i. I hereby declare that I have not served in any capacity either in a Government department/office company, Corporation, autonomous body or Society of Central or State Government or Union Territory or a Local Fund during the last one year.

OR

I declare that I have been employed/re-employed in the office of _____
which is a part of / financed by _____ Government.
Further that the orders of my re-employment do/do not stipulate my pension being held in abeyance.

- ii. I declare that I have not accepted any commercial employment in India.

OR

I declare that I have accepted commercial employment in India after obtaining prior sanction of the Central/State Government and none of the conditions, if any, attached thereto by Government has been violated.

Note:- This declaration is required to be given for a period of 1 year from the date of retirement.

- iii. I declare that I have not accepted employment under a Government outside India/ an international organisation of which government of India is not a member.

OR

I declare that I have accepted employment under a Government outside India/ an International organisation of which government of India is not a member after obtaining the prior sanction of the Central/ State Government and none of the conditions attached thereto by the Government has been deviated.

(Signature of Pensioner)

342. A pensioner specially exempted by the orders of competent authority from personal appearance, a female pensioner not accustomed to appear in public, or a pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive pension through a representative upon the production of a life certificate signed by a responsible Government officer or by some other well-known and trustworthy person.

343. A pensioner who produces a life certificate signed by any person specified hereunder is exempted from personal appearance—

- (i) a person exercising the powers of a Magistrate under the Criminal Procedure Code;
- (ii) a Registrar or Sub-Registrar appointed under Indian Registration Act;
- (iii) a Gazetted Government servant;
- (iv) a Police Officer not below the rank of Sub-Inspector-in-charge of a Police Station;
- (v) a Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;
- (vi) a Class I Officer of the Reserve Bank of India, an officer (including Grade II officer) of the State Bank of India or of its subsidiary;
- (vii) a Pensioned Officer who, before retirement, exercised the powers of a Magistrate;
- (viii) a Justice of Peace;
- (ix) a Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
- (x) a Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an Executive Committee of a Village;
- [(xi) Members of Parliament, of State legislatures or of legislatures of Union Territory Governments/Administrations.]
- ² [(xii) Treasury Officer.]

In the case of a pensioner drawing his pension through a Public Sector Bank the life certificate may be signed by an officer of a Public Sector Bank. In the case of a pensioner residing abroad and drawing his pension through any other Bank included in the Second Schedule to the Reserve Bank of India Act, 1934, ³ [the life certificate may be signed by an officer of the Bank]

1. Inserted vide C.S. No. 1/82/41, dated the 29th January, 1982.

2. Inserted vide C.S. No. 1/91/67, dated the 22nd April, 1991.

3. The words "Officer of the Reserve Bank of India Act, 1934" deleted vide C.S. No. 1/79/16, dated the 3rd November, 1979.

A pensioner not resident in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from special appearance.

344. Payment of pensions to Police pensioners may be made in accordance with Rules 339 to 366-A, but if the disbursing officer entertains any doubts as to the identity of such a pensioner, he may require the local Inspector of Police to identify the pensioner. The Inspector would then be responsible for the correct identification of the pensioner.

345. A pensioner not resident in India may, [¹] draw his pension in India through a duly authorized agent possessing a legally valid power of attorney, who must produce a life certificate on each occasion unless the duly authorized agent has executed an Indemnity Bond to refund overpayments in which case he has to produce the life certificate at least once a year.

346. ² Deleted.]

347. The pension of a person drawn through an authorized agent who has executed a Bond to refund overpayments shall not be paid on account of a period of more than a year after the date of the life certificate last received, and the disbursing officer shall be on the watch for authentic information of the death of any such pensioner and on receipt thereof shall promptly stop further payments.

348. When a pensioner is a minor or is for any reason incapable of managing his own affairs and has no regularly appointed Manager or Guardian, the Collector may, on application by or on behalf of the pensioner, and subject to such conditions as he may impose, declare any suitable person to be the Manager or Guardian for the purpose of receiving, on behalf of the pensioner, the pension due to him and payments of pension may be made to such Manager or Guardian in the same way as to pensioner himself, provided that sufficient proofs are forthcoming at the time of each payment of the pensioner being alive and eligible to receive the pension for the period covered by the payment. Such declaration may at any time be revoked or altered at the discretion of the Collector.

NOTE — Pension of a person who is certified by a Magistrate to be a lunatic should be paid in accordance with Section 95 (1) of the Indian Lunacy Act, 1912.

Forms of Pension bills and connected certificates

349. (1) Save as hereinafter provided in this rule, claims for payment of pensions shall be presented on bills in a form similar to Form T.R.-37, a copy of which will be supplied by the disbursing officer to each pensioner

1. The words "with the permission of the Reserve Bank of India" deleted vide C.S. No. 1/90/66, dated the 18th December, 1990.

2. Deleted vide C.S. No. 1/84/51, dated the 20th October, 1984.