



महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

MAHANAGAR TELEPHONE NIGAM LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)

O/o GENERAL MANAGER (FIN), K.L. Bhawan, Janpath, New Delhi-50

No. DGM (Fin) /HQ/VRS-2019

Dated at ND the 09/12/2019

**GENERAL INSTRUCTIONS**

VRS 2019 Scheme was declared on 04<sup>th</sup> Nov 2019 and 6177 employees applied for the VRS. These retirement Cases are to be settled within a very tight scheduled time frame decided by CO MTNL, New Delhi.

In this regard, all are directed here to fill their Pension Papers in WFMS System and hard copies as per instructions/checklist given in system may be submitted to concerned AO(P&A) at the earliest so that the VRS cases may be settled as per schedule decided by the Corporate Office. Further it is also intimated that the VRS cases will be dealt as first come first basis.

The following documents may be submitted to AO(P&A) as per instructions given below:

**For Combined Pensioners:**

Sl.No	Documents	Submitted on
1	<ol style="list-style-type: none"><li>1. Joint Photographs (self and spouse)</li><li>2. PAN and Aadhar of Spouse &amp; Self</li><li>3. Form-3</li><li>4. Form-5</li><li>5. Form-A</li><li>6. Form-1</li><li>7. Specimen Signature Sheet / Thumb impression sheet (self and spouse)</li><li>8. Descriptive Roll (Self and Spouse)</li><li>9. Self-certificate "no dues of central sect. library"</li><li>10. Pensioner's letter of authority and under from self and bank (annexure-1)</li><li>11. ECS mandate form and cancelled cheque. 1<sup>st</sup> page of bank pass book in case of non-issuance of cheque book.</li></ol>	Immediately
2.	No Demand and no dues certificate form submitted to bldg. branch MTNL HQ	Immediately
3.	<ol style="list-style-type: none"><li>1. Declaration for non-employment after retirement as per MTNL VRS-2019</li><li>2. Unit/ Inventory clearance from unit officer</li><li>3. Last Leave certificate from unit officer</li><li>4. Undertaking/Declaration (For leave encashment / ex-gratia – Income tax purpose)</li><li>5. Vig. Clearance</li><li>6. VRS accepting orders</li><li>7. Relieving orders</li><li>8. GSLIS forms</li></ol>	At the time of retirement date

**NOTE:** In case of such employees who are going to retire on superannuation and submitted their pension papers manually in advance, now applied for VRS-2019 they are instructed to fill up their Pension data online but no need to take print out and submit to P&A again. These cases have already been checked.

**For Pro-rata Pensioners**

Sl.No	Documents	Submitted on
1	EPFO pension related documents (As per option i.e. at the age of 58 years or before 58 years)	As per individual employee's option
2.	No Demand and no dues certificate form submitted to bldg. branch MTNL HQ	Immediately
3.	The payment of Gratuity related documents 1. Form-I 2. Form-3 (along with Spouse DOB proof) 3. Form-G 4. Specimen Signature Sheet / Thumb impression sheet (self and spouse) 5. Descriptive Roll (Self and Spouse) 6. Cancelled cheque. 1 <sup>st</sup> page of bank pass book in case of non-issuance of cheque book.	Immediately
4.	1. Declaration for non-employment after retirement as per MTNL VRS-2019 2. Unit/ Inventory clearance from unit officer 3. Last Leave certificate from unit officer 4. Undertaking/Declaration (For leave encashment / ex-gratia – Income tax purpose) 5. Undertaking/Declaration for DCRG 6. Vig. Clearance 7. VRS accepting orders 8. Relieving orders 9. GSLIS forms	At the time of retirement
5.	For Release of Dearness Allowance for Pro-rata Pensioner	At the time of retirement

  
**Dy. General Manager (Fin) HQ**  
**MTNL, New Delhi**

Copy to:-

1. PGM(O)/PGM(D), MTNL, New Delhi for kind information please.
2. GM(Fin), MTNL, New Delhi for kind information please.
3. GM(Admn.), MTNL, New Delhi for kind information please.
4. Area GMs, MTNL, New Delhi for kind information please.
5. Area DGMs(Fin), MTNL, New Delhi.
6. SA to ED, MTNL, New Delhi.
7. Office Copy.