



MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
O/O DGM (FMS), 3RD FLOOR, MATUNGA TELEPHONE EXCHANGE, MUMBAI-19

No: DGM(WFMS)/Instructions/2017-18

Dated 05/04/2017

To

ALL SM (Cash & Works)
MTNL, Mumbai.

Sub: Enhancement of Gratuity limit from Rs. 10 lakhs to Rs.20 lakhs to the combined service pensioners with effect from 01/01/2016

Ref:- Order No. 1.O.M.F.No. 47-63/2015-PEN(1)(PT) Dated 16/03/2017 from DOT.
2.No. 6-1/2015/IF/72 Dated 22/03/2017 from GM(F), C.O.

Please refer to above mentioned letters with regard to Gratuity limit enhancement from Rs. 10 lakhs to Rs. 20 lakhs to all the combined service pensioners w.e.f. 01/01/2016.

In this regard the necessary modifications in the WFMS have been made.

Accordingly while processing the new cases, the system will update the gratuity amount as per the new limit. As per procedure, units have to run the flow Paybill 15→9 and take the relevant reports and send to CCA.

For the employees who have retired from 01/01/2016 onwards, the difference amount of Gratuity exceeding Rs.10 lakhs is required to be processed in the system.

The flow is as below:-

PAYBILL→15→9

ADD ADD

Feed the employee number and search.


Then press calculate pension.

The revised Gratuity calculations will appear.

The difference amount payable in excess of Rs. 10 lakhs will also show in the screen

Press the SAVE button.

Pension report may be taken and sent to CCA


SR MANAGER (WFMS)
MTNL, MUMBAI

Copy to : DGM (Pension)