



महानगर टेलिफोन निगम लिमिटेड

MAHANAGAR TELEPHONE NIGAM LIMITED

कार्यालय कार्यकारी निदेशक ईस्टर्न कोर्ट नई दिल्ली-01

OFFICE OF THE EXECUTIVE DIRECTOR, EASTERN COURT ND-01



NO: -STA-II/EPS-95/HIGHER PENSION/2023/03

Dated at New Delhi The 08 February 2023

INSTRUCTIONS AND GUIDELINES FOR IMPLEMENTATION OF EXERCISING OF OPTION FOR HIGHER PENSION SCHEME UNDER EPS-95

With reference to the Corporate Office instructions issued vide letter No. MTNL/CO/IRW/22(23)2019-6 dated 06/02/2023 the following instructions/guidelines are issued for submitting the joint option form for higher pension in EPFO.

1. All the working/retired employees will submit the form to their respective designated EPFO Nodal Officer of concerned GM Unit. The Nodal Officer should forward the joint option forms to AO(P&A) HQ in triplicate with all the relevant documents within same day or latest by the next day.
2. While forwarding the form the Nodal Officer shall add an extra sheet wherein he/she will certify "**the form has been checked and found to be correct in all respect**" under his/her signature. The forms should be filled in capital letters neatly in legible handwriting.
3. It must be ensured that no signature should be done on the relevant forms for verification, AO(P&A) HQ can certify on the first page of the joint option form.
4. All GMs may arrange one officer from the Finance Wing who can explain the salient features of the scheme to the employees so that they become clear about the features of the policy. Also the Nodal Officers are hereby instructed to assist the employees, as and when required, in filling up the joint option form.
5. The employees working in headquarter area can submit their joint option forms directly to AO(P&A) HQ.
6. The scheme documents and forms for both the retired and working employees are available in MTNL Delhi website.

This issues with the approval of the competent authority.


P. Anil
08/2/23

DY. GENERAL MANAGER (ADMN) HQ

To,

PGM(O&WS)/PGM(D&EB)/PCE(Elect)/CE(Civil & AM)
All GMs concerned,
M.T.N.L.
New Delhi.