

(A Government of India Enterprises)  
Office of General Manager(Finance)  
Corporate Office, CGO Complex, New Delhi-110003.



No. DGM(FC&IA)/CO/MTNL/VRS/2019/4  
Dated 26-11-2019.

To  
The Executive Director,  
MTNL, Delhi/ Mumbai Units

Sub: **MTNL Voluntary Retirement Scheme-2019.**

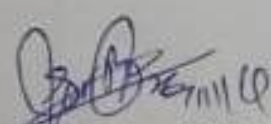
Sir,  
Kindly refer to General Manager (HR&Legal), MTNL CO office order No. MTNL/CO/GM(HR)/VRS/NE/2016-17 dated 04.11.2019, vide which the MTNL Voluntary Retirement Scheme 2019 has been introduced w.e.f. 04.11.2019 and shall remain in force till the 05:30 PM of 03.12.2019.

In this regard, the management has decided that the following deadlines for processing of VRS cases may be adhered to:

- Completion of Service Verification of all the employees opting for VRS : 15/12/2019
- Commencement of collection of Pension Papers : 03/12/2019
- Target date for sending final cases (except clearance) : 31/01/2020
- Target date for sending complete cases (including clearance) : 15/02/2020
- Target date for issuing first PPO : 07/02/2020
- Target date for issuing last PPO : 30/04/2020

In order to fast track the process, it is requested to issue necessary instructions to all the concerned to send at least 100 updated service books to the O/o Pr. CCA on daily basis. Instructions have already been issued to the concerned DGMs (Finance) for verifying the VRS forms with service books and further completing the service books, in all respect, of all the employees opting for VRS. The duly verified service books shall be forwarded to respective DGM(Pension) Delhi/ Mumbai for onward submission to Pr. CCA Delhi/ Mumbai in the case of combined service optee employees of MTNL. Daily progress report may arranged to be sent on e-mail id [dgmfcc@gmail.com](mailto:dgmfcc@gmail.com).

This issues with approval of CMD, MTNL.

  
Dy. General Manager (FC&IA), CO

Copy to:

1. GM(F), MTNL Delhi/ Mumbai for n/a please.
2. DGM(Cash&Tax), MTNL CO