



MAHANAGAR TELEPHONE NIGAM LIMITED  
CORPORATE OFFICE  
6<sup>TH</sup> FLOOR, MDS SADAN, 9, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003

No./MTNL/CO/Pers/Med. Cards/2015/ 443  
Date: 5/11/2015

# **OFFICE ORDER**

**Sub: Issue/Renewal of Medical (OPD) Cards to/of MTNL working employees.**

As per the approval of Competent Authority, it has been decided to issue New Medical (OPD) Cards to MTNL working employees from 1<sup>st</sup> January, 2015 with a validity period of 5 years i.e. 31<sup>st</sup> December, 2020. The new Medical Cards will be issued strictly in accordance with the "family" definition as per MTNL Medical Rules (as amended time to time). The Medical (OPD) Cards will be renewed in case of those employees only where there is no change in the dependents in accordance with MTNL Medical Rules.

For issuing New Medical Cards, a self Declaration Certificate duly verified by AO (P&A) from the service particulars of the employee (Annexure-II) and a self attested undertaking regarding family income (Annexure-I) has to be submitted by the concerned employee. However for renewal of existing medical card, only Annexure-II has to be submitted. The Proforma of the Medical Card is also attached herewith.

The payment of Medical Bills shall be made strictly on the basis of beneficiaries listed in the Medical Card of the employee.

\* This is issued with the approval of Competent Authority.

*July*  
(F.R. Tirkey)  
DGM (HR)

Encl: As above

Copy to:

1. ED, MTNL, Delhi/Mumbai
2. GM (Admn) MTNL Delhi/Mumbai: for information and compliance pl.
3. GM (Fin), MTNL Delhi/Mumbai
4. All GMs/Company Secretary, CO for circulation in their unit.
5. DGM (Accts), MTNL CO.
6. PS to CMD/Dir (F)/Dir (HR)/CVO.
7. Sr. Mgr. (Admn): for display on all notice boards
8. Sr. Mgr. (IR): for circulation among recognized unions.

*AGM (G&ER)*

*11/12/15*

*प्रीत* / *उमेश (एम्प्लो)*  
*निमजुल्लाह* / *अवधूत*  
*मै* / *कारिना*  
*म* / *डे*  
*11/12*

REGISTERED OFFICE: 5<sup>TH</sup> FLOOR, MDS SADAN, 9, CGO COMPLEX, LODHI ROAD, NEW DELHI -

Endst No. MR/HQ/ circular | 2014-15 | 46

Dated: - 17/12/15

Copy to: -

1. PGM (O)/PGM (D)/PGM (WS), MTNL, Delhi for kind information..
2. All GMs/CE (BW) Mtce./CE (BW) Project MTNL, Delhi.
3. SA to ED, Delhi.
4. All Unions/Associations.

*म*  
महानगर टेलीफोन निगम लि.  
अधीक्षक जनरल (HR)  
म. ट. न. लि.  
लुधियाना रोड, लोधी रोड  
नया दिल्ली-110003



**MAHANAGAR TELEPHONE NIGAM LIMITED**  
CORPORATE OFFICE NEW DELHI

**INSTRUCTIONS**

- a) The loss of this Card should be reported immediately to the Head of the Office and to nearest Police Station.  
b) Misuse of this Card is an offence and will render the employee concerned liable to disciplinary action.

1. Name of Employee :  
(In full and block letters)  
2. Residential Address :  
3. Office Address :  
4. Phone No. : Office.....  
Residence.....  
Mobile.....  
5. Designation :  
6. Pay scale : (NE/E)

Signature of Officer/Official

Signature of Issuing Authority  
Office Seal

Counter Signature of Unit Officer

**Details of Family**

S.No.	Name	Date of Birth	Relationship
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

"Family" definition as per MTNL Medical Rules.

Space for Family Photograph duly attested by  
Issuing Authority