

महानगर टेलीफोन निगम लिमिटेड, मुंबई



MAHANAGAR TELEPHONE NIGAM LIMITED, MUMBAI

(A Government of India Enterprises)

कार्यकारी निदेशक का कार्यालय, 9वीं मंजिल, टेलीफोन हाउस, एमटीएनएल मार्ग, दादर (प.), मुंबई-400 028
O/o Executive Director, Welfare Section, 9th Floor, Telephone House,
MTNL Marg, Dadar (W), Mumbai - 400 028. Ph: 24377676; Fax: 24328386; 24311003

WL/110-23/Retd. Empl. Contributory GHIS Enrollment/2016-17/7

DT. 18/10/2016

To,
SM (Admn) of All GMs/ Sr. GMs/ CE(BW) Units
MTNL, Mumbai.

**Sub: Contributory GHIS for MTNL Retired Employees, 2016
Procedure for submission of Enrollment/Registration Form**

Ref: (1) MTNL/CO/Pers/REC-GHIS/2016/1344, dt. 7.10.2016
(2) End. No.WL/110-23/Retd. Empl. Contributory GHIS
Enrollment/2016-17/3, dt. 10.10.2016

With reference to the subject cited above, in order to avail Contributory Group Health Insurance Scheme (CGHIS) facilities, the following procedure is to be followed in respect of Contributory GHIS:-

1. **The scheme shall take effect from 01.10.2016 for a period of two years.**
2. For smooth functioning of this policy, SM (Admn) & Nodal Officer of concerned GM unit will co-ordinate with Retired employees.
3. **Regarding deduction/deposit of 50% of CGHIS premium:**
CGHIS premium amount shall be conveyed as and when received from C.O. On getting information regarding CGHIS premium amount from C.O., same shall be deducted/recovered by concerned DM (Cash/Works) from Retired Employee.
4. ***All are requested to go through the exclusions as per Annexure 'E' and other terms & conditions of the policy.***
5. The SM (Admn) will maintain the records of forms received from Retirees/ spouse and DM (Cash/Works) will maintain the records about the amount deducted from retired employees in respect of CGHIS.

Swami
18/10/2016..

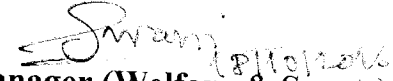
6. The Retired MTNL employee/ dependent spouse shall submit **Annexure 'G'** (Self Declaration Form for availing MTNL CGHIS facility) alongwith **Annexure 'A', 'B' & 'F'** to the concerned SM (Admn) and who will in turn complete the necessary procedure and direct **the Retired Employee/ dependent spouse to approach the concerned DM (Cash/Works) for deduction/deposit of 50% of CGHIS premium** and thereafter SM (Admn) shall forward the **Annexure 'A', 'B' & 'F'** to Medsave Healthcare (TPA) Ltd. for Enrollment/ Registration in CGHIS.
7. **Annexure 'G' shall be retained by DM (Cash/Works) and forward the list of deducted amount to SM (Welfare), MTNL, Mumbai for onward transmission to C.O.**
8. Regarding submission of **Annexure 'A', 'B' & 'F'**, same procedure may be followed as adopted in previous year policies.

All SMs (Admn) are requested to accept the abovesaid **Annexure 'A', 'B' & 'F' form** and to forward the same after completing the required formalities to Medsave Healthcare (TPA) Ltd. **without any delay and on weekly basis** alongwith **copy of any previous year medical card (if available).**

Wide publicity may be given to the circular.

This issues with the approval of Competent Authority.

Encl :- As above


Sr. Manager (Welfare & Sports)
MTNL, Mumbai.
 वरिष्ठ प्रबंधक (कल्याण खेल)
 Senior Manager (Welfare/Sports)
 महानगर टेलिफोन निगम लि., मुंबई
 Mahanagar Telephone Nigam Ltd., Mumbai.

Copy to:

- (1) SM to ED, MTNL, Mumbai: For infn. pl.
- (2) All PGMs, MTNL, Mumbai: For infn. pl.
- (3) General Secretary, MTNKS, Mumbai.
- (4) Association and Union of Retired Employees.