

No. A-38020/519/2022-ERM  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry and Internal Trade  
(ERM Section)

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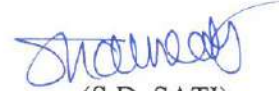
UdyogBhawan, New Delhi  
Dated: 14.11.2022

**OFFICE MEMORANDUM**

**Sub: Nation-wide Campaign for Submission of Digital Life Certificate – reg.**

The undersigned is directed to refer to DO letter No.1/3/2022-P&PW(H) dated 08.11.2022(copy enclosed) from Secretary, Department of Pension & Pensioner's Welfare on the subject cited above. DP&PW vide their above referred letter has intimated that it has been decided to spread awareness amongst all the Central Government Pensioners as well as the Pension Disbursing Authorities for use of Digital Life Certificate/Face Authentication technology to submit Digital Life Certificate. DoP&PW is launching nation-wide campaign from 1<sup>st</sup> November 2022 to 30<sup>th</sup> November, 2022 for their 'Ease of Living'.

DoPPW vide above DO letter has forwarded the Guidelines and SOP for DLC/Face Authentication technique. Accordingly, the DOPPW Guidelines for nationwide campaign for submission of Digital Life Certificate amongst the pensioners of your organization are being enclosed herewith for necessary action.



(S.D. SATI)

Under Secretary to the Govt. of India

To

1. All attached and subordinate offices under the administrative control of DPIIT.
2. Office of Economic Advisor.
1. Chief Controller of Accounts, DPIIT, Ministry of Commerce & Industry.

वी. श्रीनिवास, आई.ए.एस.  
सचिव  
V. Srinivas, IAS  
SECRETARY



75  
आज़ादी का  
अमृत महोत्सव

भारत सरकार  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
पेंशन एवं पेंशनभोगी कल्याण विभाग  
लोक नायक भवन, खान मार्केट,  
नई दिल्ली-110003  
GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE  
LOK NAYAK BHAWAN, KHAN MARKET,  
NEW DELHI-110003

D.O.No. 1(3)/2022-P&PW(H)

8<sup>th</sup> November, 2022

*Dear Secretary,*

Submission of Life Certificates is an important activity to be carried out by pensioners every year in the month of November (with special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October) to ensure continuity of their pension.

2. In the traditional mode, pensioners had to present themselves before the Pension Disbursing Authority for physical submission of their Life Certificate which entailed waiting at the bank branches in queues for this purpose. This was found inconvenient for the old, ailing and infirm pensioners. Further, there was no mechanism for the pensioners to get a status regarding updation of their Life Certificates in the records of the Pension Disbursing Authority.

3. To enhance 'Ease of Living' of Central Government pensioners, this department has been promoting Digital Life Certificate i.e. Jeevan Pramaan extensively. Initially submission of DLCs using biometrics was commenced. However, issues regarding authentication processes of Digital Life Certificates were faced by older pensioners due to non-capturing of finger biometrics on account of aging.

4. This Department therefore collaborated with MeITY following which developed a face-authentication technology system based on UIDAI Aadhaar database whereby it is possible to give LC from any Android based smart phone. This breakthrough technology launched in November 2021 has reduced the dependence of pensioners on external bio-metric devices and has made the process more accessible and affordable to masses by leveraging smartphone-based technology. An SOP regarding the DLC/Face Authentication technique is attached for reference.

5. With a view to spread awareness amongst all the Central Government pensioners as well as the Pension Disbursing Authorities for use of DLC/Face Authentication technology to submit Digital Life Certificate, DoPPW is launching nation-wide campaign from November 1-30, 2022 for their 'Ease of Living.'

6. I write to request you to kindly circulate the DoPPW Guidelines Note on the nationwide campaign for submission of Digital Life Certificate amongst the pensioners of your Ministry/Department. A nodal officer to coordinate with DoPPW on the subject may also be appointed.

Encl: a/a

*With best regards,*

Yours sincerely,

(V. Srinivas)



सूचना का  
अधिकार

To all Secretaries to GOI

Please visit our website : <https://doppw.gov.in>, <https://bhavishya.nic.in>

Tel: 011-23742133 Fax: 011-23742546 Email: [secy-arp@nic.in](mailto:secy-arp@nic.in)

सं. 1(3)/2022-P&PW(H)-8371

भारत सरकार  
कार्मिक, लोक शिकायत और पेंशन मंत्रालय  
पेंशन और पेंशनभोगी कल्याण विभाग

8वीं मंजिल 'बी' विंग, जनपथ भवन  
जनपथ, नई दिल्ली-110001  
दिनांक: 2 नवंबर, 2022

OFFICE MEMORANDUM

**Sub: Nation-wide Campaign for Submission of Digital Life Certificate – reg.**

The undersigned is directed to say that submission of Life Certificate is an important activity to be carried out by pensioners every year in the month of November (with special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October) to ensure continuity of their pension.

2. In the traditional mode, pensioners had to present themselves before the Pension Disbursing Authority for physical submission of their Life Certificate which entailed waiting at the bank branches in queues for this purpose. This was found inconvenient for the old, ailing and infirm pensioners. Further, there was no mechanism for the pensioners to get a status regarding updation of their Life Certificates in the records of the Pension Disbursing Authority.

3. To enhance 'Ease of Living' of Central Government pensioners, this Department has been promoting Digital Life Certificate (DLC) i.e. Jeevan Pramaan extensively. Initially, submission of DLCs using biometrics was commenced. However, issues regarding authentication processes of DLCs were faced by older pensioners due to non-capturing of finger bio-metrics on account of aging.

4. This Department therefore engaged with MeitY to develop a face-recognition technology system based on UIDAI Aadhaar database whereby it is possible to submit Life Certificate from any Android based smart phone. As per this facility, the identity of a person is established through face recognition technique. The UIDAI server identifies the same and DLC gets generated. This breakthrough technology launched in November 2021 has reduced the dependence of pensioners on external bio-metric devices and has made the process more accessible and affordable to masses by leveraging smartphone-based technology.

The SOP regarding the DLC/Face Authentication technique is attached for reference.

5. With a view to spread awareness amongst all the Central Government pensioners as well as the Pension Disbursing Authorities for use of DLC/Face Authentication Technology to submit Digital Life Certificate, DoPPW is launching nation-wide campaign for whole month of November 2022 for their 'Ease of Living.'

6. The Nation-wide Campaign for DLC may be carried out as per guidelines mentioned below to reach out to the maximum number of pensioners to avail the service as a request to the following stake-holders:-

**(i) Role of Banks:**

- A nodal officer, not below the rank of Assistant General Manager, may be nominated for the Nation-wide DLC Campaign.
- Spread awareness, give due publicity to DLC/Face Authentication technique through banners/posters placed in digi-huts, ATMs and branches.
- Where Doorstep banking services are availed, the Bank Correspondent should use DLC/Face Authentication technique as far as possible. This technique is beneficial since it avoids paper work and does away with the need to verify physical LCs.
- Similarly, dedicated staff at branches should be equipped with an Android phone to use this technology when pensioners visit the branch for submission of Life Certificate.
- Camps should be held by bank branches to enable pensioners to submit their DLCs without delay.
- **However, where DLC does not work due to any reason no Pensioner shall be returned and traditional manual LC can be submitted.**

**(ii) Role of Ministries/Departments:**

- A nodal officer, not below the rank of DS/Dir, may be nominated by all Ministries/Departments.

- Provision should be made for generating Digital Life Certificates using DLC/Face Authentication technique by providing an Android phone to the designated person at every field office for the entire month of the campaign. DLC should be issued for all Central Government pensioners visiting the Ministry/Department, field offices, and subordinate organizations.
- Wide publicity should be given to this campaign by spreading awareness through banners/social media/whatsapp groups/SMS Messages/through staff unions.
- Photographs to be taken for posting of tweets of such campaigns.
- In case of request from bed ridden pensioners, an officer shall be deputed for DLC submission.
- Weekly PIB notes giving information about the campaign should be published.

**(iii) Role of Ministry of Health& Family Welfare:**

- All CGHS Wellness centers/Dispensaries/Hospitals may be directed to set up camps in their premises for submission of Digital Life Certificates using DLC/Face Authentication technique/biometric.
- A dedicated person should be equipped with an Android phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Pictures taken during the process are to be forwarded to DoPPW.

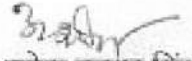
**(iv) Role of Pensioners' Associations:**

- Special DLC camps should be organized through the month using DLC/Face Authentication technique
- DoPPW officials, in collaboration with Pensioners' Associations, will visit 37 centers where a large number of pensioners can be facilitated in issuance of their DLCs using DLC/Face Authentication technology.
- Pictures are to be taken and posted on twitter and also sent to DoPPW.

(v) **Role of IPPB:**

- A nodal officer may be nominated at a senior level.
- India Post Payments Bank (IPPB) to utilize its network of access points in Post Offices and Postmen & Gramin Dak Sevaks to provide doorstep DLC facility to pensioners as per their earlier arrangement.
- Pictures are to be taken and posted on twitter and also sent to DoPPW.

Encl: As Above.

  
अशोक कुमार सिंह)  
अवर सचिव, भारत सरकार  
फोन: 23310108

To

1. All Ministries/Departments to Government of India.
2. CMDs/CPPCs of all Pension Disbursing Banks and Pension Disbursing Authorities.
3. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi.
4. NIC: -for posting on website of this Department.
5. All Pensioners Associations under Pensioners' Portal: - for giving vide publicity among pensioners.



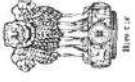
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Digital India  
Power To Empower

**One of the best practices in digital  
innovation, launched by Department  
of Pension & Pensioners' Welfare.**



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**DOPPW in collaboration with UIDAI & MIETY has  
launched Face Authentication technology for  
submission of Digital Life Certificate for enhancing  
“Ease of Living” of 70 lakhs Pensioners’.**





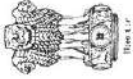
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**Enhancing “Ease of Living” of Pensioners in submitting DLC through Face Authentication Technology based on Aadhaar using Android based smartphone.**



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# Process of submitting Life Certificate through "FACE AUTHENTICATION"



## STEP-1



### Download AadhaarFaceRd App from Google Play Store



<https://play.google.com/store/apps/details?id=in.gov.uidai.lifcerd>

**\*NOTE- This Application is for Android User only.**



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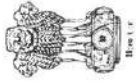
## STEP-2

**After the Rd service is installed it will be visible only in settings but not in downloaded apps.**



**App Info as shown in screenshot.**





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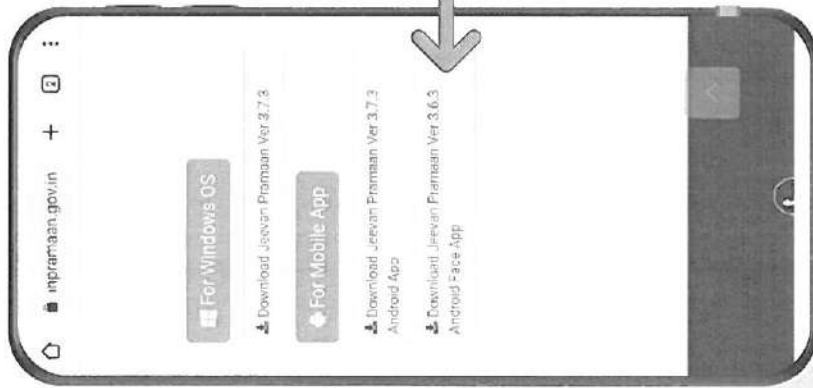


### STEP-3

## Download Jeevan Pramaan Face Application from



<https://jeevanpramaan.gov.in/package/>  
download



Download Jeevan Pramaan Version 3.6.3  
Android Face App.



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**STEP-4**

**Provide required information -> a link will be sent to the email ID provided -> Click on link -> file gets downloaded and visible in downloads.**

**Click on file to install app**





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**STEP-5**

**Open app -> give required permissions -> this opens a screen for Operator Authentication -> give required information -> submit -> enter OTP -> Scan face of operator -> on being successful, pop-up will appear "Client registration successful".**





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STEP-6

**Note**

1. The operator authentication is a one time process.
2. Pensioner can also be the Operator.
3. After operator authentication, a screen will open for pensioner authentication.
4. One operator can generate DLC of multiple pensioners.



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## STEP-7

### Pensioner Authentication- Fill

in required details -> submit ->

Enter OTP -> submit.







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**STEP-8**

**Fill in all the details as shown on the screen correctly, Click on both the checkboxes and submit.**

**Note:- Incorrect information may lead to non-updation of DLC at Pension Disbursing Office.**

11:23 AM | 927864 | 5G | 100%  
Jeevan Pramaan 3.6 | Powered by Aadhaar

Full Name as in Aadhaar

Type of Pension --Select Categ...  
Sanctioning Authority --Select Author...  
Disbursing Agency  
Agency

PPO Number

Account Number(pension)

\*Re-Employed  YES  No  
\*Re-Marriage  YES  No

I certify that above declarations are true and accurate.  
 I understand and agree that any false or miss-leading information will justify a denial of pension and shall be liable for disciplinary action against me.

Cancel Submit



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STEP-9

**Click on the checkbox and scan for live photograph.**

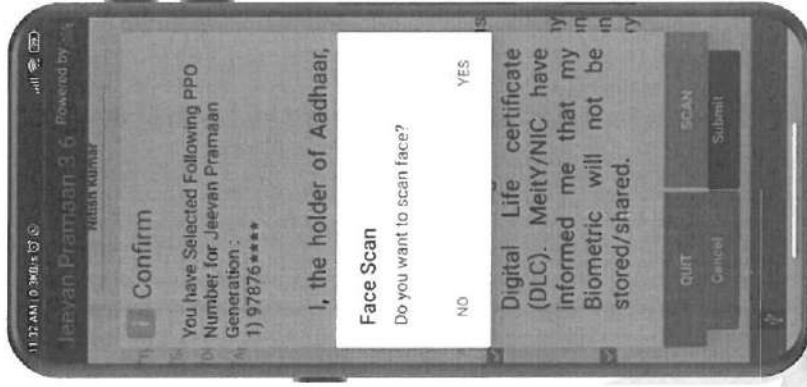


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**In this pop-up window  
select "yes" to continue  
with the scan process.**



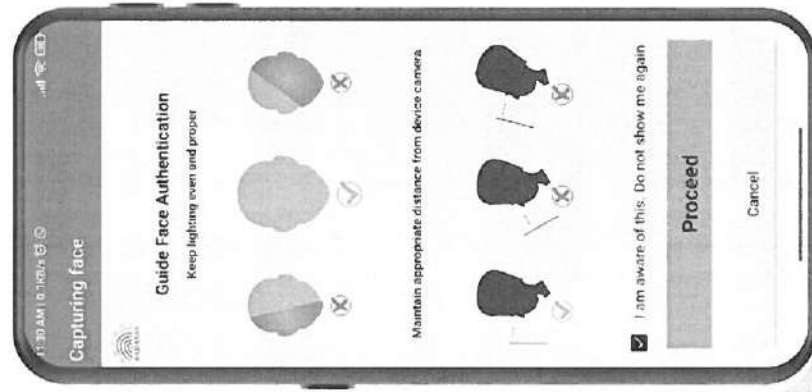


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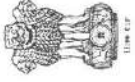
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**Click on the checkbox  
and follow instructions  
shown on screen.**

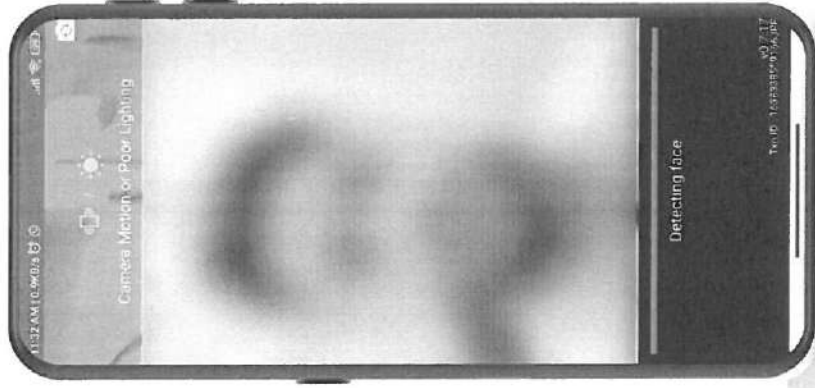


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**While scanning keep face straight with proper lighting and follow the instructions shown on screen.**

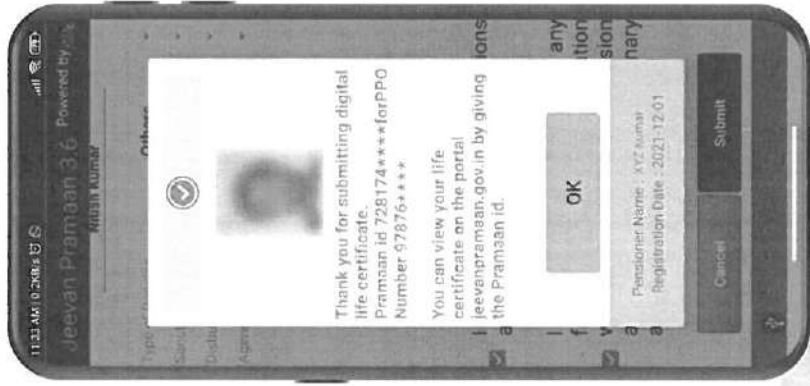


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**After face scanning DLC submission appears on the mobile screen along with the Pramaan ID and PPO no.**

**\*For queries mail us at [dlc.doppw@gov.in](mailto:dlc.doppw@gov.in)**

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**@twitter.com/DOPPW\_India**

**\*DLC documentary- <https://youtu.be/nNMlkTYqTF8>**