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| CENTRAL PENSION PROCESSING CENTRE, GENERAL ADMINISTRATION WING, HEAD OFFICE, BENGALURU - 560004 | CIRCULAR NO : 638/2021 INDEX : GENERAL - 270 DATE : 27.09.2021 | A J N A |
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Subject: Obtention of Life certificates from pensioners - Online (Jeevan Pramaan) and offline (Physical appearance) submission.

- Central Pensioners who are aged 80 years & above can submit Life Certificates from 1st October 2021 instead of 1st November which would be valid till 30th November of the subsequent year
- Pensioners who are below 80 years of age can submit Life Certificates from 1st November 2021
- Modes of submission of Life Certificates
- Persons specified for signing Life Certificates

As per the guidelines, branches are required to obtain Life Certificate from the Central Pensioners aged 80 years and above from 1st October and from pensioners below 80 years of age from 1st November & the same has to be updated in Jeevan Pramaan Portal/SAS Package. Detailed guidelines have been issued vide various HO Circulars Nos 642/2016, 759/2020 and 250/2021 explaining the procedure to be followed by the branches for updating of Life Certificate in Pension Package (SAS).

Central Government pensioners may submit Life Certificate as per the following time Schedule.

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| 1 | Senior Pensioners aged 80 years & Above | From 01.10.2021 till 30.11.2021 |
| 2 | Other Pensioners below 80 years | From 01.11.2021 till 30.11.2021 |

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DoPPW, Government of India vide their OM dated 20.09.2021 has introduced the following various modes of submission of Annual Life Certificate for Pensioners;

- Physical Appearance: Life Certificate can be recorded by Pension Disbursing Banks (PDAs), if the pensioner physically appears before the PDA.
- Life Certificate signed by designated officials: Personal appearance of a pensioner will not be required, if the pensioner submits the Life Certificate form signed by any designated official. The list of designated officials specified for signing the Life Certificate is given in this Circular.
- Jeevan Pramaan Portal: Pensioners can submit Life Certificate online from home through Jeevan Pramaan Portal (HO Cir No. 759/2020 dated 06.10.2020)
- Life Certificate through IPPB: India Post Payments Bank (IPPB) of Department of Posts along with MEITY have successfully launched the initiative of the Department of Pension & Pensioners Welfare “**Doorstep Service for submission of Life Certificate through Postman**”. Pensioner has to download “Postinfo App” from Google Play Store. Process of submission may be seen at https://youtu.be/cERwM_U7g54
- Life Certificate through Doorstep Banking: DoPPW has roped in Alliance comprising 12 Public Sector Banks which do “Doorstep Banking” for its customers in 100 major cities of the country under Ease of Banking reforms. Pensioner can book a service for submission through any 3 channels viz., Mobile Banking, Website, Toll free numbers.
 - 1) Mobile App i.e., “Door Step Banking (DSB)” can be downloaded from Google Playstore
 - 2) Pensioners can access through Web Browser i.e., <https://doorstepbanks.com> & <https://dsb.imfast.co.in/doorstep/login>
 - 3) Toll free number - 1800 121 3721, 1800 103 7188

The list of persons specified for signing Life Certificate;

- 1) A person exercising the powers of a Magistrate under the Criminal Procedure Code
- 2) A Registrar or Sub-Registrar appointed under Indian Registration Act
- 3) A Gazetted officer of the Government
- 4) A Police Officer not below the rank of Sub-Inspector In-charge of a Police Station

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- 5) A Postmaster, a departmental Sub-postmaster or an Inspector of Post Offices
- 6) A Class-I Officer of the Reserve Bank of India, an Officer (including Grade II Officer) of the State Bank of India or its subsidiary
- 7) A Justice of Peace
- 8) A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar
- 9) A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat
- 10) Executive Committee of a Village
- 11) A Member of Parliament, of State Legislatures or of Legislatures of Union Territory Governments/Administration
- 12) Treasury Officer

CO/RO's to provide wide publicity of the above features to enable our Pensioners to avail these facilities.

It is further informed that some of those Pensioners, due to age factor, are not in a position to register the Life Certificate in digital format or biometric authentication and in such circumstances the branches are advised to obtain the Life Certificate in paper format and update the same in Pension Payment Package (SAS Package).

We reiterate the above guidelines for strict compliance at all branches to obtain Life Certificate and update the same in Pension package within the stipulated time schedule for ensuring continuation of pension payment and to avoid customer's complaints. **In case, pensioners fail to submit Life Certificate on or before 30th November, pension from the month of December will be stopped automatically.**

Branches are also requested to strictly follow all the necessary guidelines issued by Bank from time to time with regard to safety measures for COVID 19 pandemic viz., providing of hand sanitizers, maintaining social distancing, wearing mask, etc., & ensure avoiding overcrowding at branches.

**M G PANDIT
GENERAL MANAGER**

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