Classification - Internal

Submission of Annual Pension Certificates

As per the guidelines of Pension regulating authorities, all the pensioners are allowed to submit their Life Certificate i.e. 01st November every year and this will be valid till 1ST November of the subsequent year. Hence, all the Branches are requested to collect Digital life certificate / Physical Life certificate as instructed below. Pensioners above the age of 80 can submit the life certificate in the month of October.

Central Civil, Telecom & Railway

- Digital Life certificate (DLC) Can update life certificates digitally through Jeevan Pramaan application by visiting any branch or Physical Life certificate
- Non- Employment certificate

Defence Pensioner

- Can update life certificates digitally through Jeevan Pramaan application by visiting any branch or through the SPARSH portal by visiting SPARSH enabled branches. Scan the QR to locate SPARSH service centre:
- Non- Employment certificate

EPFO Pensioners

- Digital Life certificate (DLC) Can update life certificates digitally through Jeevan Pramaan application by visiting any branch.
- In case of EPFO pensioner, can submit the life certificate at any time during the year, as per their convenience.

All EPFO Pensioners are required to submit Digital Life certificate (Jeevan Pramaan Patra) Through any HDFC Bank branch.
Please note that non-submission of the above mentioned certificates will result in stoppage of Pension payments from December onwards.

- In case of Physical Life certificate and Re-Employment certificate submission, pensioner need to visit the branch in person to submit the certificates for Central Civil and Defence pension.
- Non / Re-Employment certificate is not required in case of Family Pension.
- In case of Family pension all beneficiaries (including minor children) have to come to the branch for EPFO, Central Civil and Defence pension.
- The blank format of certificates can be obtained from the branch.
- The pensioner should bring one photo ID proof (i.e. Pension payment order, passport, Election ID card) to the branch for physical identification.

Important

- Pensioner can submit Digital Life certificate (Jeevan Pramaan) for Central Civil & Defence through our bio-metric enabled branches / Banks, Government offices or by using the client application (UMANG) on any PC/mobile/tablet (bio-metric device attached with) if Aadhar number is updated in their Pension Account

- Life certificate can also be updated using the Jeevan Pramaan Face Read android phone application (v3.6.3) which uses face scanning technology. Pensioners can download the application in their phone and update life certificates from any location or visit any branch for assistance.

- Branch officers can also install the application in their android phone to help any walk-in pensioner with Life certificate update.

Steps to download Face Read App:

1. Install Aadhaar Face RD from Google Play store
2. Post completing the first step install Jeevan Pramaan Application from Google Play store
3. Operator Details – person who is using the application

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