

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (ADMINISTRATION DIVISION) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI-110002.**

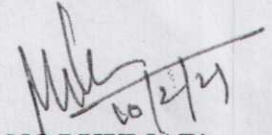
No. F.25/Fin./AD/Cir./2021/ DSIV/132

Dated:- 11/02/2021

**CIRCULAR**

Please find enclosed herewith D.O. letter No. NIC/ASD/JP/2020 dated 18/12/2020 alongwith its enclosures of Shri Ajay Sawhney, IAS, Secretary, Ministry of Electronics & Information Technology (Meity), Govt. of India, regarding Guidelines for On-boarding of Organizations on Jeevan Pramaan for your kind consideration:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D. (North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)

  
11/02/21

**(MANOJ KUMAR)**  
**DY. SECRETARY (FINANCE)**



अजय साहनी, आई.ए.एस.  
AJAY SAWHNEY, I.A.S.

सचिव  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारत सरकार

Secretary  
Ministry of Electronics &  
Information Technology (MeitY)  
Government of India

DO No. NIC/ASD/JP/2020  
Dated. 18 December, 2020

Dear Chief Secretary,

Jeevan Pramaan (Digital Life Certificate for Pensioners, [www.jeevanpramaan.gov.in](http://www.jeevanpramaan.gov.in)) has turned out to be a very convenient way for pensioners to furnish their life certificates (as required for continuation of their pension every year). Launched in November 2014, over 4.17 crores Digital Life Certificates (DLCs) have been submitted through Jeevan Pramaan by the pensioners. Jeevan Pramaan provides a mechanism to pensioners to submit life certificate Digitally from any where using the Aadhaar Biometric based authentication. This service enables pension disbursing agencies to fetch and process submitted DLCs digitally.

2. On-boarding guidelines related to use of Jeevan Pramaan are enclosed herewith. It is suggested that State Govt. Organisations who have not on-boarded on Jeevan Pramaan service may be asked to on-board so that all superannuated state pensioner may avail benefit of this service. Necessary steps may be taken for greater awareness among State pensioners to avail this facility.

3. In case pensioners find difficulty due to non availability of biometric device they may even use India Post Payment Bank (IPPB) "DoorStep DLC service" for submission of Life Certificate.

4. For any clarification/ information, please advise concerned officers to get in touch with Shri Rajiv Rathi, DDG, NIC (Email: [rajiv@nic.in](mailto:rajiv@nic.in)) in this regard. I shall appreciate your feedback and inputs in this regard.

*With regards,*

Yours sincerely,

*(Signature)*  
(Ajay Sawhney)

Encls: as above

To

Chief Secretaries of all the States



## Guidelines for On-boarding of Organizations on Jeevan Pramaan

**Background:** As a Digital India initiative to facilitate Pensioners, Ministry of Electronics & Information Technology (MeitY) has launched Jeevan Pramaan portal. Now the pensioner need not visit office of Disbursing Agency for physical submission of Life Certificate and may use the Aadhaar enabled Biometric authentication mechanism to generate Digital Life Certificate.

Advantages of Digital Life Certificate (DLCs):

- It may be generated from anywhere including home if the Windows/Android based device is having an Internet and STQC certified Bio metric device connected to it is available.
- Auto SMS to pensioners regarding DLC.
- Auto transfer of DLC to Pension Disbursing Agency.
- Sending SMS by Pension Disbursing Agency after processing.

The Pre-requisite for pensions are that their Pension Sanctioning Authority may have to issue order regarding acceptance of DLC and have to on board on the portal along with their Pension Disbursing Agency.

### **2. Eligibility for on-boarding on Jeevan Pramaan portal.**

#### **2.1. Sanctioning Authority**

Following Pension Sanctioning Authority can be on boarded:

- Apex Offices (such as Offices of the Hon'ble President of India, Hon'ble Prime Minister of India)
- Central Government offices.
- State/UTs Government Offices.
- Autonomous bodies/ Statutory Organizations/ Societies under Central Government Ministries/Departments/Offices.
- Autonomous bodies under State Government Ministries/Departments/Offices.
- Central Government/State Government PSUs.
- Bodies created through Parliament/State Legislation.
- Judicial Organizations.

#### **2.2. Disbursing Agencies**

Pension Disbursing Agencies means the Life Certificate processing agency for the pensioner. Following Disbursing Agencies may be eligible for on-boarding:

- Banks
- Post Offices
- State/UTs Government Offices(Treasuries)

## Guidelines for On-boarding of Organizations on Jeevan Pramaan

- Central Government Offices
- Autonomous bodies / Statutory Organizations/Societies PSUs of Central Govt.
- Autonomous bodies/ PSUs of State Govt.
- Bodies created through Parliament/State Legislation.
- Judicial Organizations.

### **3. On-boarding Process for Sanctioning and Disbursing Authority**

- Sanctioning Authority has to share the Order related to acceptance of DLC by its disbursing agency.
- On-boarding agencies have to upload duly signed form to for on-boarding on the portal for creation of user account.
- Sanctioning/Disbursing Agency may get an account to view/monitor DLCs.
- Banks will be provided SFTP account on Jeevan Pramaan SFTP servers. Additional forms need to be filled by Banks to get this facilities indicating the IPs to be white listed.

### **4. Responsibilities of Disbursing Authority**

- Disbursing Agency on boarded on the system has to download DLCs from the portal on regular basis.
- Downloaded DLCs are to be processed in timely manner.
- Disbursing Agency may have to send status related DLCs via SMS to the pensioners.

### **5. Aadhaar Act, 2016**

- Government of India has enacted Aadhaar Act, 2016.
  - The sanctioning authorities and Disbursing Agencies have to follow the Aadhaar Act, 2016.
  - The DLCs data cannot be shared with any Agency other than the pensioners' Sanctioning and Disbursing Agency (as specified in the consent taken).
  - The Digital Life certificate is an add-on facility to the existing way of submission of Life Certificate.
6. Government may review above guidelines from time to time to address any emerging needs/ requirements.
7. For any clarification related to Jeevan Pramaan, email may be sent to [jeevanpramaan@gov.in](mailto:jeevanpramaan@gov.in)