



Govt. of India,
Ministry of Finance
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes and Customs
(Coordination, Expenditure Section)
DGACR Building, I P Estate, New Delhi-110002
E-Mail: expdr-coord@gov.in

No. Pr.CCA/CBIC/Expdr-Coord/Circular-Instruction/Vol-I/2022-23/205⁰⁸ Dated: 19/12/2022

CIRCULAR

SUB :Nation-wide campaign for submission of Digital Live Certificate-reg

Please find enclosed herewith OM no. CPAO/IT&Tech/Life Certificate/2.Vol.V/8535/2022-23/209 dated 08.12.2022 enclosing Department of Pension and Pensioners' Welfare OM No 1(3)/2022-P&PW (H)-8371 dated 02.11.2022 issued by Central Pension Accounting Office, New Delhi on the subject cited above.

All Zonal Heads of CBIC are therefore requested to bring the contents of the OM to the notice of all DDOs of their respective PAOs of CBIC for Nation-wide Campaign of Digital Life Certificate.

This issues with the approval of the Competent Authority.

(Lakshaman Dubruwal)
Sr. Accounts Officer

To:

1. Dy CA, O/O CA(W Z), CBIC, Mumbai
2. Dy CA, O/o DCA(NZ), CBIC, Jaipur
3. ACA, O/o DCA(EZ), CBIC, Kolkata
4. Dy. CA, O/o DCA(SZ), CBIC, Kolkata

Copy to:

1. Sr. PS to Pr. CCA, CBIC
2. PS to CCA, CBIC
3. PA to DCA(HQ), O/o Pr CCA, CBIC
4. Sr. AO(Admn), CBIC
5. Sr. AO (ITD) - requested to upload on the ARPIT portal.



CPAO/IT & Tech/Life Certificate/ 2. Vol.V/8535/2022 -23/209

08.12.2022

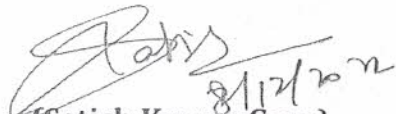
OFFICE MEMORANDUM

Subject- Nation-wide Campaign for Submission of Digital Life Certificate-reg.

Please refer to this office OM even No.207 dated-02.12.2022 forwarding the DP&PW's OM No. 1 (3)/2022-P&PW (H)-8371 dated 02.11.2022 on the above cited subject.

In this regard, it is mentioned here that same OM can be downloaded from the CPAO's website and the path for the same is:-

https://cpao.nic.in/pdf/cpao_Life_certi_207.pdf


(Satish Kumar Garg)
(Sr. AO- IT & Technical)

To

1. Heads of CPPCs of all Authorised Banks
2. Heads of GBDs of all Authorised Banks
3. All PAOs

Copy to-

1. PS to CC(P)
2. Sr. TD (NIC)
3. PA to Dy. CA

388/12.CCA
15.12.22

Pl. circulate.
SS
15/12
CA

16.12.22

SAD (CDN)

L.O. 16/12

AO (CDN)

569/CCA
15/12/22



CPAO/IT & Tech/Life Certificate/ 2. Vol.V/8535/2022 -23/207

02.12.2022

OFFICE MEMORANDUM

Subject- Nation-wide Campaign for Submission of Digital Life Certificate-reg.

The undersigned is directed to forward OM No. 1 (3)/2022-P&PW (H)-8371 dated 02.11.2022, issued by the Department of Pension and Pensioners' Welfare, on the subject cited above for information and strict compliance.


(Satish Kumar Garg)
(Sr. AO- IT & Technical)

To

1. Heads of CPPCs of all Authorised Banks
2. Heads of GBDs of all Authorised Banks
3. All PAOs

Copy to-

1. PS to CC(P)
2. Sr. TD (NIC)
3. PA to Dy. CA

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.

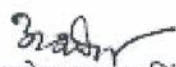
(iv) Role of Pensioners' Associations:

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



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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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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'.



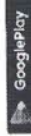
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Process of submitting Life Certificate through "FACE AUTHENTICATION"



STEP-1



Download
AadhaarFaceRd App
from Google Play Store



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

*NOTE- This Application is for Android User only.

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.



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



STEP-3

Download Jeevan Pramaan Face Application from



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

Download Jeevan Pramaan Version 3.6.3 Android Face App.



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.

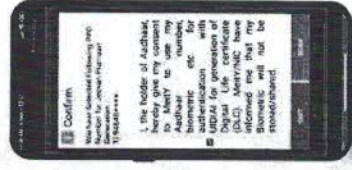


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STEP-9

Click on the checkbox and scan for live photograph.





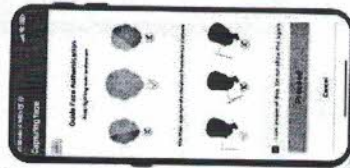
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In this pop-up window
select "yes" to continue
with the scan process.



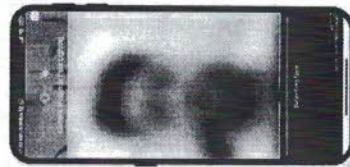
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Click on the checkbox
and follow instructions
shown on screen.



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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.

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*DLC documentary- <https://youtu.be/nNMkTYqTF8>