No.F.8(1)-FIN(G)/2012
Finance (General) Department
Government of Tripura.

Dated, Agartala, the ...17... December, 2016

MEMORANDUM

Subject:- Onboarding of Pension Sanctioning Authority of India for implementation of Digital Life Certificate (Jeevan Pramaan).

The State Government has decided to adopt the system of submission of Digital Life Certificate using Aadhaar based biometric authentication (Jeevan Pramaan) in respect of pensioners of State Government Offices, Autonomous bodies under State Govt. Department/ Offices/ State Government PSUs, bodies created through State Legislation, Judicial Organisation etc. Besides the new system, the existing system of submission of Life Certificate in person may also continue until all pensioners are completely covered in the domain of Jeevan Pramaan.

2.   In this regard, a copy each of the following documents is enclosed:-
   (i)   Steps on onboarding process for Pension Sanctioning Authority,
   (ii) User Creation Form for Pension Disbursing Agency/ Sanctioning Authority,
   (iii) Guidelines for onboarding of Organisations on Jeevan Pramaan portal,
   (iv) Procedure for generating Jeevan Pramaan /DLC has been downloaded from the Jeevan pramaan portal.

3.   As per the aforesaid guidelines, State Government Offices/ Autonomous Bodies under State Government, State Government PSUs etc., are to act as Pension Sanctioning Authority. As part of the onboarding process, every pension sanctioning authority shall share office order issued by them for acceptance of Jeevan Pramaan as the DLC by its respective Pension Disbursing Agencies (Banks) for uploading on www. jeevanpramaan.gov.in with Jeevan Pramaan team at jeevanpramaan@gov.in

4.   In view of the above, the undersigned is directed to request all Secretary-in-Charge of respective Departments, DGP & PCCF to issue necessary instructions to all Pension Sanctioning Authority under their respective Department to share Office order issued by them for acceptance of Jeevan Pramaan as the Digital Life Certificate by its respective Pension Disbursing Agency (Bank) with **Jeevan Pramaan** team at jeevanpramaan@gov.in. A copy of the aforesaid order alongwith details as per user

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creation form may be sent to Finance Department by **24th December, 2016 without fail.**

In case of any further clarification related to Jeevan Pramaan, e-mail may be sent to rama@nic.in.

(N. Darlong)
Special Secretary to the
Government of Tripura
Finance Department.

Enclo:- As Stated.

To,

1. All Principal Secretary/ Special Secretary/ Secretary/ ....
.... Department.

2. The Director General of Police,... Deptt

3. The Principal Chief Conservator of Forests,... Deptt

4. The Director, IT Department with a request to upload the same in the website of Finance Department under the State Portal.

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Onboarding process for Pension Sanctioning Authority

Following steps needs to be followed by the Pension Sanctioning Authority

- [ ] Pension sanctioning Authority shall share Office Order issued by them for acceptance of Jeevan Pramaan as the digital life certificate (DLC) by its respective pension disbursing agencies, for upload on www.jeevanpramaan.gov.in with Jeevan Pramaan team at jeevanpramaan@gov.in

- [ ] Pension sanctioning Authority shall share details including Name of the Authority, Address, Phone numbers, Nodal person/s name with their contact information in the communication with Jeevan Pramaan Team.

- [ ] Pension sanctioning Authority shall also share the details regarding the Pension disbursing agencies.

- [ ] Jeevan Pramaan portal provides login facility to Sanctioning Authorities and the Disbursing Agencies for checking the DLC submitted by the pensioners. To avail the facility the authority are required to upload duly signed form (available at https://jeevanpramaan.gov.in/newassets/form.pdf) on the Jeevan Pramaan portal for creation of user account.

Pension Disbursing Agency / Sanctioning Authority User creation Form

Please fill out the form and upload the Signed & Scanned file While Sign-up

Agency/Authority Details	
User Name	
Agency/Authority Name	
Office Address	
Contact Person's Details	
Contact Person's Name	
Designation	
Mobile Number(s)	
Official Email	
Landline Number (With STD Code)	
FAX Number (With STD Code)	

Date:-

Signature of Authorised Person
With Official Seal

Guidelines for On-boarding of Organizations under 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)

- ☐ 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

Procedure for Generating Jeevan Pramaan / Digital Life Certificate (ver1.0)

1. **What is Jeevan Pramaan (JP):**

   There are more than one crore pensioners in the country including pensioners from Central Government and Defense personnel. These pensioners get their due pension through Pension Disbursing Authorities (PDAs) such as the banks, the post offices etc. Pensioners are required to furnish a "Life Certificate" to these PDAs in November every year either by presenting themselves personally or by delivering a life certificate in the prescribed format. The requirement to produce this certificate causes huge hardships particularly to the aged and or, infirm pensioners.

   Launched by Hon. PM Shri. Narendra Modi ji, on 10th Nov 2014, **Digital Life Certificate for Pensioners Scheme of the Government of India, known as the Jeevan Pramaan (JP)** seeks to address this very problem by digitizing the whole process of securing the life certificate. It enables the pensioner to generate a digital life certificate using a software application and secure Aadhaar based Biometric Authentication System. The **Digital Life Certificate (DLC)** so generated is stored online & can be accessed by the pensioner & the Pension Disbursing Agency as and when required by them.

2. **Components of the J P/ Digital Life Certificate**

   There are three basic components of the Jeevan Pramaan /Digital Life Certificate:

   A. **The Pension Sanctioning Authority (PSAs)**

   It is the authority which approves and sanctions the pension of an individual. The Pension is to be delivered in the Pension Account specified in the Pension Payment Order (PPO).

   B. **The Pension Disbursing Agency (PDAs)**

   The Pension Disbursing Agencies process the DLC of the pensioners. The PDAs can register on the Jeevan Pramaan Portal to access the Life Certificates on-line. This account sign up facility has been created for the PDAs (Banks, Post Office etc), to process pension orders. The Agencies can securely login to view/ download a PDF copy of DLC of Pensioner for processing.

   C. **The Pensioners:**

   The JP uses the Aadhaar platform for biometric authentication of the pensioner. For the DLC generation the pensioners needs to have Internet Connectivity, a biometric device (list of supported devices is given on the JP portal) and JP Windows/Android Client Application Software for PC/Mobile/tablet which can be downloaded from the Jeevan Pramaan portal: https://jeevanpramaan.gov.in/

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3. Pre-Requisites for Digital Life Certificate Generation

i) The pensioner must have a Aadhaar number
ii) The pensioner must have an existing mobile number
iii) Registration of the Aadhaar number with Pension Disbursing Agency (bank Post Office etc) should have been done already
iv) Biometric device (list of supported devices is given on the JP portal)
v) PC with Windows 7.0 & above Android Mobile/Tablet 4.0 & above
vi) Internet Connectivity

4. Generation of Digital Life Certificate – Where & How

The Pensioners can either Generate DLC themselves or Let Others do it for them. The Pensioner can register and get a JP/DLC done at the below places:

i) Pensioner can download the JP application (Generate DLC themselves) from the JP Portal https://jeevanpramaan.gov.in/app/download & install client application on android based smart Phone/tablet or Windows PC/Laptop for DLC generation.

ii) **Pensioner can visit any nearest Centre (**having facilities for digital services) like the Citizen Service Centre (CSC), the Government Office /Banks designated for generating the DLCs and get themselves registered online using their services. Pensioner might have to pay nominally for this). The All India List of such CSCs (name & address) in various States across India is posted on JP portal at: https://jeevanpramaan.gov.in/locater

5. The Two Step process with Client Application for the Online DLC:

The Pensioner can download the Jeevan Pramaan Windows & Android client software from the portal. The client software will take care of registration for the life certificate, for authentication it will use the Aadhaar Biometric Authentication platform.

To download the application, the pensioner has to provide their e-mail in the online form available at https://jeevanpramaan.gov.in/app/download
This link **will be made available after submitting the e-mail address.** The pensioner or the operator needs download the client application as per their requirement.

Generation of DLC using the Client Application Software (the registration and generation of Jeevan Pramaan) gets done in two basic steps:
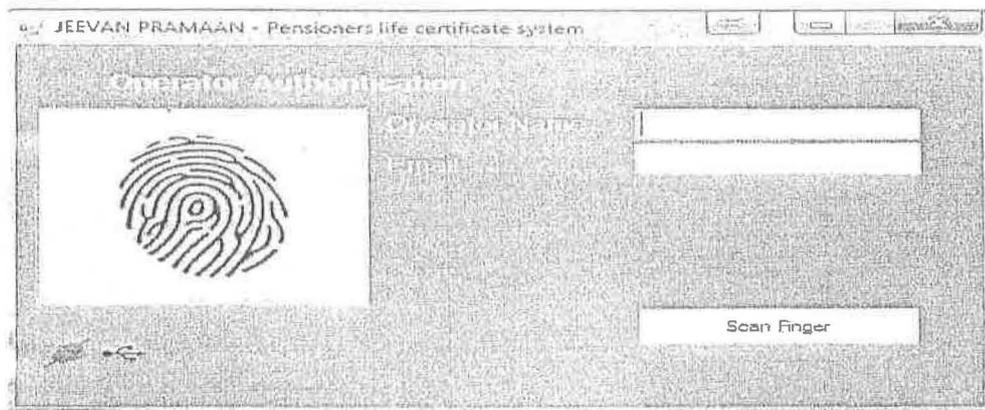
5.1 Operator Authentication /Device Registration

It is required to authenticate /register the biometric device (this one time only for a particular biometric device whether it's the agencies doing the DLC generation or it is

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being done by the pensioners herself/himself). The operator / pensioner provide **Aadhaar Number and a Mobile number** and receive an OTP which is provided in the online application form/ software module for registration.
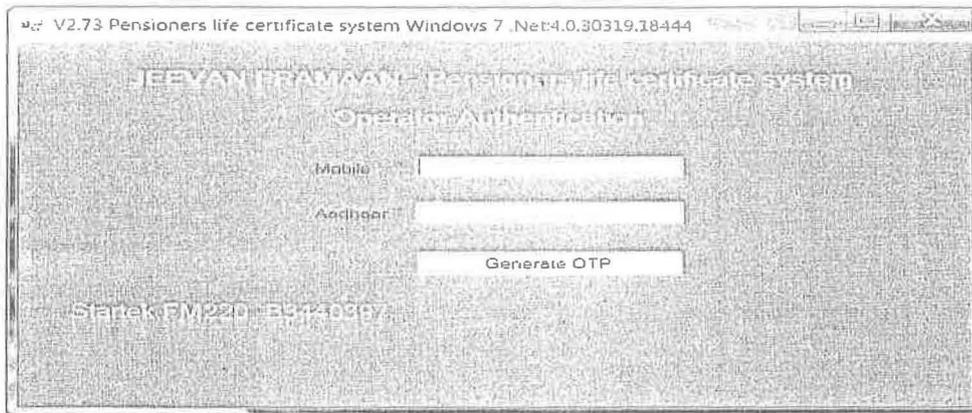
On entering correct OTP, below screen shall be presented. Provide Name & Email ID and click 'Scan Finger'. Scan finger-print on finger-print scanner or scan Iris (Eye) on Iris Scanner connected to PC/mobile/tab.

once the finger-print/Iris is authenticated, the system displays 'Device Registration successful' message on the screen as shown in the screen below. Click on OK.

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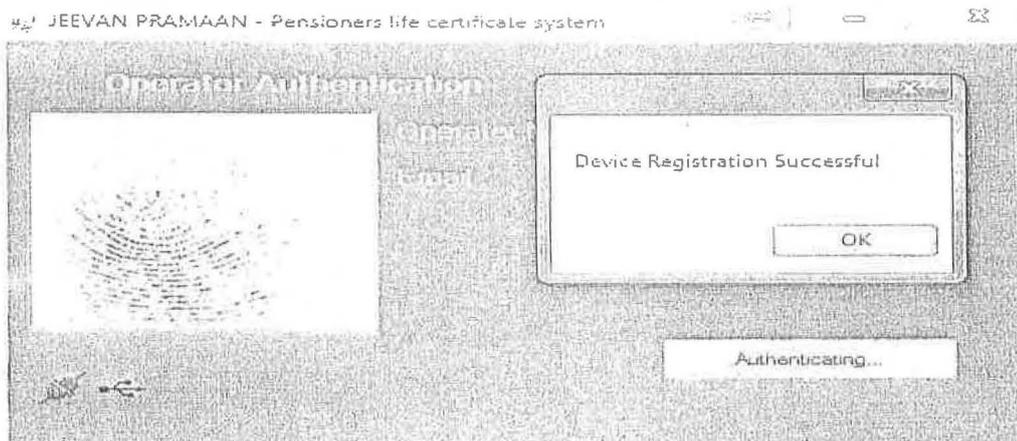
On clicking OK, Pensioner Authentication Screen appears. Pensioner now has to move to the Next step 2 -For Pensioner Authentication.

5.2   Authentication and Certificate Generation

The pensioner data **Aadhaar Number and Mobile number** is to be entered in the online application form after which the pensioner receives an OTP.
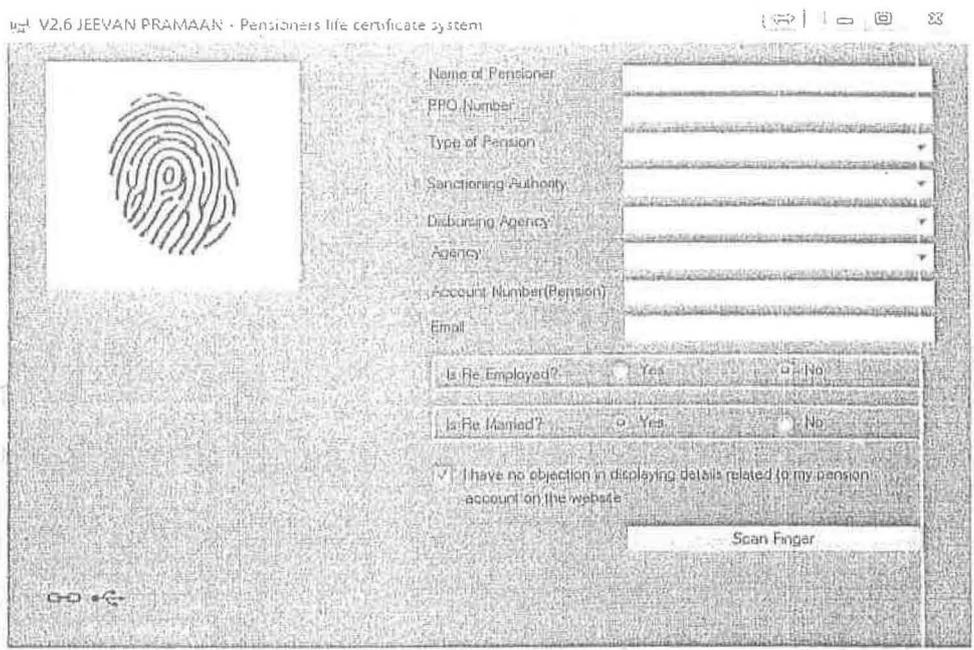

The pensioner has to enter the OTP and click OK (See Screen shot below)
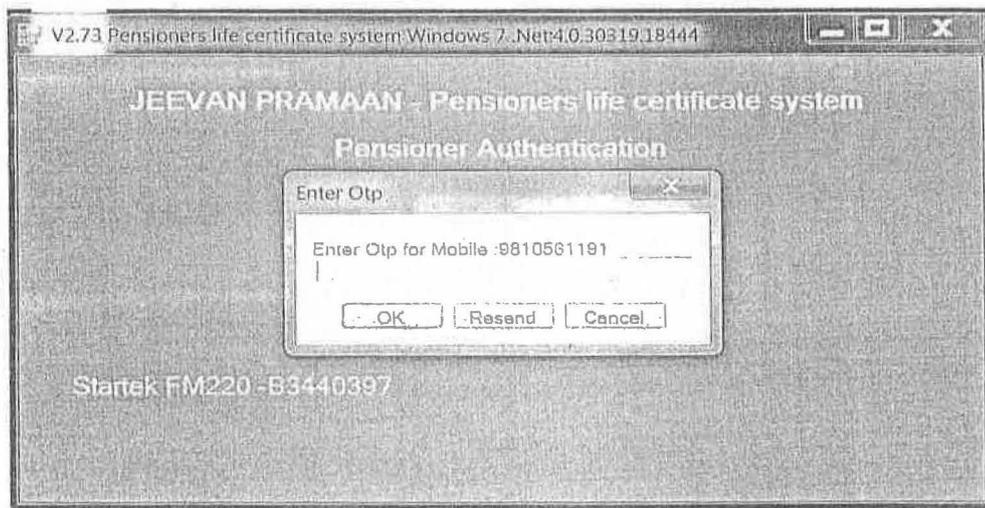

If correct OTP is entered, following screen is presented. On next screen given below, enter mandatory information like Pensioner Name, PPO Number, Type of pension, name of Sanctioning Authority, Disbursing Agency, email and Bank Account number etc. Select Remarried options, Re-Employed Options.

Check small grey box as shown below. Then click 'Scan Finger' button & this will start the finger/Iris scanning process.
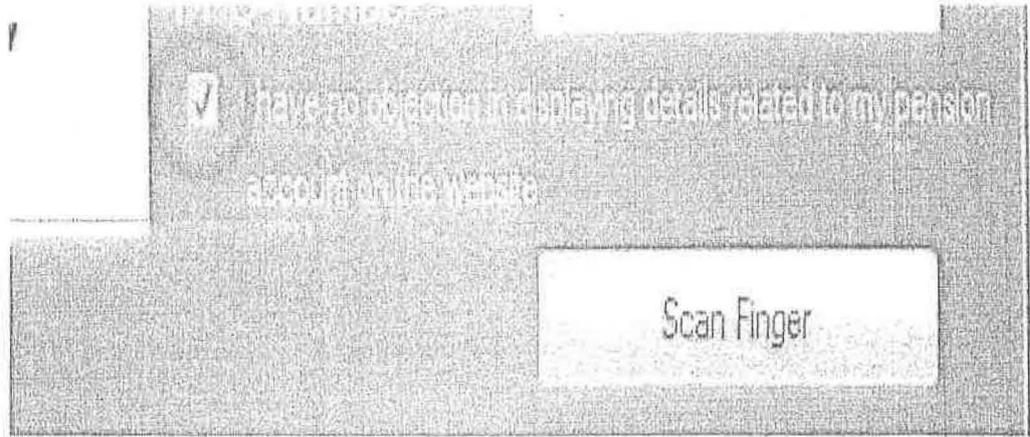
Once the Finger Print/Iris Authentication is successful, the life certificate of the pensioner is displayed as shown below and an SMS acknowledgement is sent to the pensioner's mobile number. This sms has Jeevan Pramaan Certificate ID. The generated certificates or DLCs are stored in the Life Certificate Repository and is available anytime & anywhere for use by pensioner & Pension Disbursing Agency.

Picture of Pensioner

Name: Pankaj Kumar
Reg Date : 2015-05-19

| Close | Print |
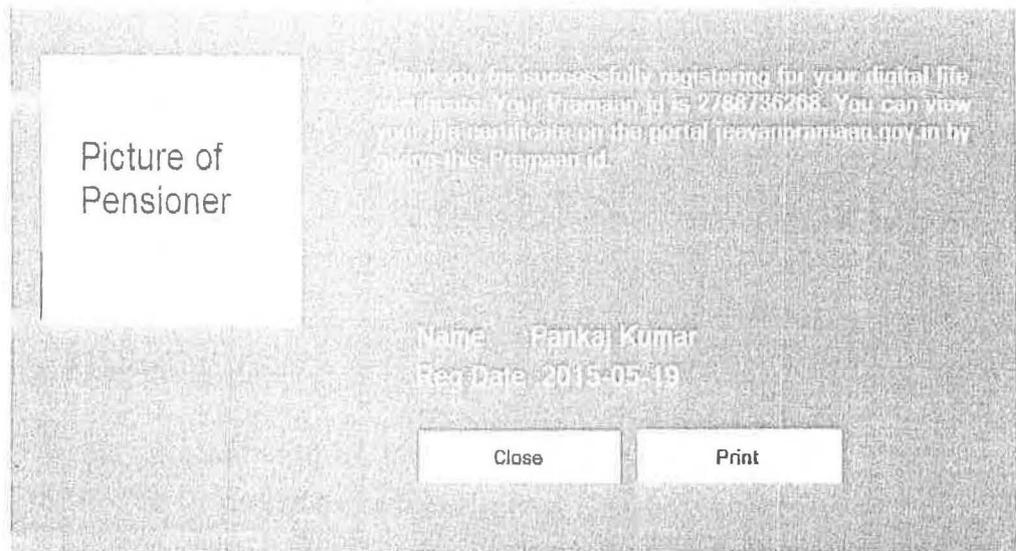
6. **Electronic Delivery of DLC**

Once the certificate is generated, the Pramaan ID is sent in a sms to the pension for further use (print). The Digital Life Certificate or the Jeevan Pramaan can also electronically delivered to the Pension Disbursing Agencies. The PDAs can acces view the Life Certificate on the Jeevan Pramaan website and also download the The PDAs can get in touch with Jeevan Pramaan team, to enable the e-delivery facility as well as for login access.

7. **Pensioner Access to the JP/DLC**

The Pensioner can have the DLC available not only at the time of DLC generatic the can also download a PDF copy of the generated digital certificate from Jeev Pramaan website(https://jeevanpramaan.gov.in/) by using the generated Jeev Pramaan ID or Aadhaar number.

The Jeevan Pramaan /Digital Life Certificate application is simple and easy to impl and leaves out the difficulties which the pensioners face in production of life certi every year. It also reduces the chances of wrongful disbursal of pension.

Quick Reference:

Website address: https://jeevanpramaan.gov.in/
Contact JP Team at: jeevanpramaan@gov.in
Help Desk Service (Call Centre) Phone: (91)-0120-3076200
Version: Procedure for Generating Jeevan Pramaan/Digital Life Certificate ver.1.0