

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**ACCOUNTS SECTION (PENSION UNIT)**

Date: November 11, 2024

**Sub: Submission of Digital Life Certificate (DLC) through Jeevan Pramaan Portal**

Dear Pensioners,

We are pleased to inform you that IIT Delhi has been successfully onboarded on the *Jeevan Pramaan* portal, enabling pensioners to submit their Digital Life Certificate (DLC) online.

Pensioners can now use this facility as an additional option for submitting their life certificates, in addition to the existing modes.


The Jeevan Pramaan portal allows for a hassle-free, digital submission of life certificates from the comfort of your home or nearest CSC center, eliminating the need to visit the Bank physically.

**Key Highlights:**

- **Previous Requirement:** Earlier, pensioners were required to visit SBI branches physically to submit their DLCs.
- **New Facility:** Now, pensioners can submit their DLCs 24/7 from the comfort of their homes by using a smartphone or at the nearest Common Service Center.
- **Accessibility for Remote Areas:** Pensioners in remote locations or those unable to travel can still submit their life certificates through Jeevan Praman App.
- **Paperless & Eco-friendly:** The portal offers a paperless, digital alternative, helping in reducing the carbon footprint.

For those who wish to utilize this facility, a step-by-step guide along with prerequisites has been provided in **Annexure I** for your convenience.

We encourage all pensioners to utilize this digital facility for a smooth and efficient process.

  
11/11/24  
Joint Registrar(A/cs)  
✕

**To: All IIT Delhi Pensioners**

## Annexure-I

### How to Submit Your Digital Life Certificate(DLC) Through "FACE AUTHENTICATION":

#### Prerequisites

#### **System Requirements for Face (Android) App**

1. Aadhaar Number linked with the pension account.
2. Android 9.0 or above (Un-rooted device)
3. RAM - 4+ GB.
4. Minimum 500 MB free storage.
5. Camera Resolution - 5MP or greater.
6. Download AadhaarFaceRd Service from Google Play Store
7. Download Jeevan Pramaan Face App from Google Play Store

#### **Step 1: Install the Aadhaar FaceRD App**

- Download and install the **Aadhaar FaceRD** app from the Google Play Store . Click the link below or scan the QR Code

(  
[https://play.google.com/store/apps/details?id=in.gov.uidai.facerd&pcampaignid=web\\_share](https://play.google.com/store/apps/details?id=in.gov.uidai.facerd&pcampaignid=web_share))



- Open the app to ensure it works with your device's camera.

#### **Step 2: Open the Jeevan Pramaan App**

Download and install the **JeevanPramaan** app from the Google Play Store. Click the link below or scan the QR Code

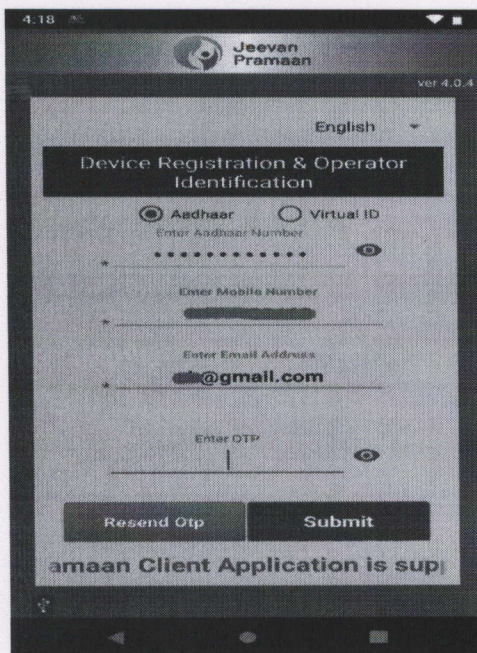
(  
[https://play.google.com/store/apps/details?id=com.aadhaar.life&pcampaignid=web\\_share](https://play.google.com/store/apps/details?id=com.aadhaar.life&pcampaignid=web_share)  
e)



### Step 3: Device Registration & Operator Identification on Jeevan Pramaan

After successfully installing both applications, the pensioner/family pensioner should open the "Jeevan Pramaan" application. They will be taken to the "Operator Authentication" screen where they have to provide their personal details as follows:

1. Click on the Aadhaar checkbox.
2. Enter the Aadhaar Number.
3. Enter the Mobile Number.
4. Enter the Email Address.
5. Click on the Submit Button.



(Image-1)

After submitting the OTP, the Jeevan Pramaan App will take the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) to a screen where they have to provide their Name as per Aadhaar. They should click on the checkbox and then click on Scan. The app will request permission for Face Scan, and the pensioner/family pensioner should press "Yes" to continue the process.

#### **Note:**

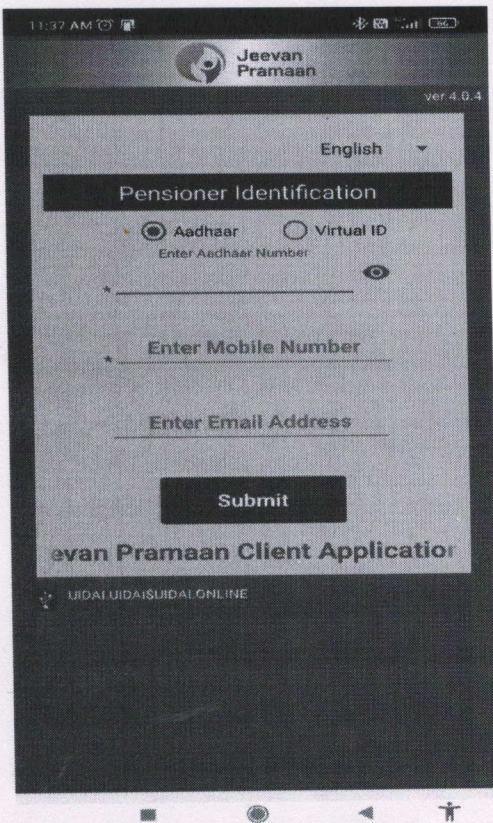
\*Please ensure that all the information provided is correct as per the records. \*A pensioner/family pensioner/any other person on behalf of the pensioner/family pensioner can be an Operator to generate DLC. \*All the sections marked with an asterisk (\*) are mandatory to fill.

1. The operator authentication is a one-time process.
2. The 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.

### Step 4: Pensioners Authentication

After Operator Authentication a screen opens for Pensioner Authentication (Image-2) where they have to provide their personal details as follows:

1. Click the checkbox of Aadhaar.
2. Enter Aadhaar Number.
3. Enter Mobile Number.
4. Enter your Email Address (Not Mandatory).
5. Click on the 'Submit' button.
6. On clicking the submit button, an option appears on the screen 'Enter OTP'
7. Enter OTP and click the Submit button



(Image-2)

### Step 5: Pensioner & Pension Details

After submission of OTP, a screen will appear (Image-3) where the following information is to be provided:

1. Full Name as per Aadhaar
2. Type of Pension → Select "Service"

3. Organization Type → Select **“Central Govt university/College/Educational Institutions”**
4. Sanctioning Authority → Select **“IIT Delhi”**
5. Disbursing Agency → Select **“Bank”**
6. Agency → Select **“State Bank of India”**
6. PPO Number → **“Enter your 4-digit PPO Number”**
7. Account Number (pension) → **Enter your Pension Bank Account Number**
10. Click on the declarations → **Select the declarations as applicable**
11. Click on the Submit button
12. Permission to Confirm will appear on the screen.

The screenshot shows the 'Pensioner Identification' screen of the Jeevan Pramaan app. At the top, it displays the time as 2:17 PM and the app version as ver 4.0.4. The form contains the following fields:

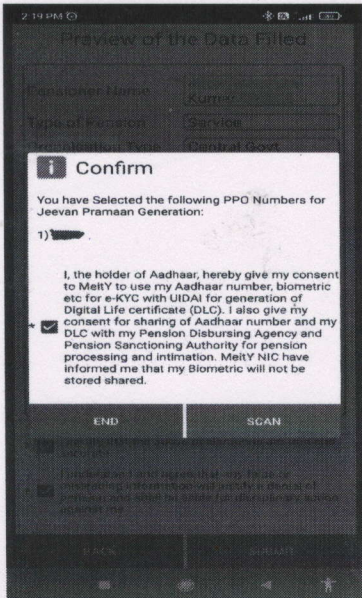
- Pensioner Name**: A text input field with a vertical cursor.
- \*Type of Pension**: A dropdown menu with the option **--Select Category--**.
- \*Organisation Type**: A dropdown menu with the option **--Select Organizat...**.
- \*Sanctioning Authority**: A dropdown menu.
- \*Disbursing Agency**: A dropdown menu.
- \*Agency**: A dropdown menu.
- PPO Number**: A text input field.
- Account Number(Pension)**: A text input field.

At the bottom of the form, there are two buttons: **End** and **NEXT**. Below the form, there is a footer with the text 'UIDAI UIDAI ONLINE'.

(Image-3)

### Step 6: Permission to Scan

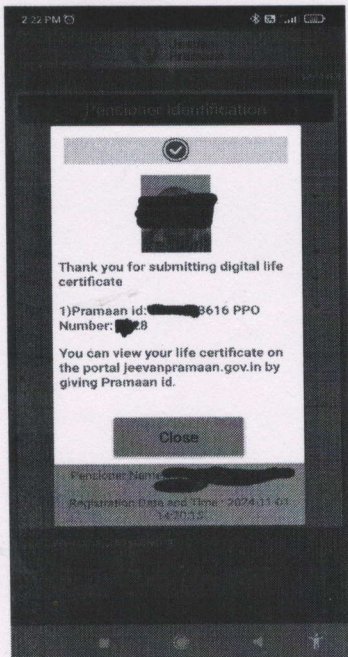
A screen will appear asking for consent and permission to scan (Image-4). Click on scan. The process of scanning the face will begin. Follow the instructions on the screen.



(Image-4)

### Step 7: Generation of Jeevan Pramaan Id

Once the Face scan is successful, DLC submission appears on the screen along with the Pramaan ID and PPO No. (Image-5)



(Image-5)

\*\*\*\*\*End of the document\*\*\*\*\*