

Syama Prasad Mookerjee Port, Kolkata

15, STRAND ROAD

१५ स्ट्रैंड रोड

KOLKATA - 700001

कोलकाता - ७००००१

Finance Department

वित्त विभाग

NOTICE

सं: फिन/PSLI/23/ 611

दिनांक: 28.07. 2023.

Sub: Digital Life Certificate (DLC).

Ref: Notice bearing Regn. No. FIN/PSLI/23/245 dated 29.05.2023.

The above referred Notice dated 29.05.2023 may be treated as cancelled.

It has been decided by the SMP, Kolkata that all the pensioners/ family pensioners of KDS (LIC & Non-LIC) must register their Digital Life Certificate through Jeevan Pramaan Portal selecting Syama Prasad Mookerjee Port, Kolkata as the disbursing authority. Step by step guide for generating digital life certificate through mobile phone is **attached (Annexure-I)** for information of all.

1. For Non LIC bound KDS Pensioners/ Family Pensioners:

Pensioners:

All pensioners of KDS (Non-LIC bound) are requested to register their Digital Life Certificate through Jeevan Pramaan Portal selecting Syama Prasad Mookerjee Port, Kolkata as the Disbursing Authority. The hard copy of the Digital Life Certificate (DLC) should be registered in the month of November and submitted to their concerned bank/ branch by end of November each year.

Family Pensioners:

All family pensioners of KDS (Non-LIC bound) are requested to register their Digital Life Certificate through Jeevan Pramaan Portal selecting Syama Prasad Mookerjee Port, Kolkata as the Disbursing Authority. The hard copy of the Digital Life Certificate (DLC) should be registered in the month of November and submitted to their concerned bank/ branch by end of November each year.

In addition to DLC as stated above, the Family Pensioners are also requested to submit the hard copy of life certificate (duly attested by the appropriate authority) to the bank to the effect that family pensioners are not re-married/ married and Not Employed in the month of November as per existing practice. A prescribed format of Life/ Marital status/ Non-employment certificate is **attached (Annexure- FP-4)** for ready reference.

For restoration of family pension, similar procedure should be followed, if the same is stopped due to non-submission of DLC and hard copy of life certificate.

2. For LIC bound KDS Pensioner/ Family Pensioners:

Pensioners:

All pensioners of KDS (Non-LIC bound) are requested to register their Digital Life Certificate through Jeevan Pramaan Portal selecting Syama Prasad Mookerjee Port, Kolkata as the Disbursing Authority.

LIC bound KDS Pensioner must submit their Digital Life Certificate to LIC at Jeevan Prakash Building, 16, C.R. Avenue, Kolkata-700072 by post or mail: bo_G402_gsca@licindia.com or bo_G402@licindia.com or personal appearance on their scheduled month mentioning Annuity number. Annuity number is available at Pensioners Portal by searching pension Roll No. at SMPK website www.smporkolkata.shipping.gov.in.

Steps for submitting the DLC is given below:

1. Register your DLC through Jeevan Pramaan Portal
2. Take a print out of the DLC.
3. Write Annuity number on the face of the hard copy of DLC.
4. Scan the hard copy of DLC.
5. Sent the DLC to LIC through mail or by post or in person.

Family Pensioners:

All family pensioners of KDS (Non-LIC bound) are requested to register their Digital Life Certificate through Jeevan Pramaan Portal selecting Syama Prasad Mookerjee Port, Kolkata as the Disbursing Authority.

LIC bound KDS Family Pensioner must submit their Digital Life Certificate to LIC at Jeevan Prakash Building, 16, C.R. Avenue, Kolkata-700072 by post or mail: bo_G402_gsca@licindia.com or bo_G402@licindia.com or personal appearance on their scheduled month mentioning Annuity number. Annuity number is available at Pensioners Portal by searching pension Roll No. at SMPK website www.smporkolkata.shipping.gov.in.

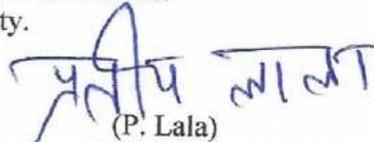
In addition to DLC as stated above, the LIC bound KDS Family Pensioners are also requested to submit the hard copy of life certificate (duly attested by the appropriate authority) to LIC at Jeevan Prakash Building, 16, C.R. Avenue, Kolkata-700072 by post or mail: bo_G402_gsca@licindia.com or bo_G402@licindia.com or personal appearance on their scheduled month mentioning Annuity number to the effect that family pensioners are not re-married/ married and Not Employed . A prescribed format of Life/ Marital status/ Non-employment certificate is **attached (Annexure- FP-4)** for ready reference.

Steps for submitting the DLC is given below:

1. Register your DLC through Jeevan Pramaan Portal
2. Take a print out of the DLC.
3. Write Annuity number on the face of the hard copy of DLC.
4. Scan the hard copy of DLC.
5. Sent the DLC to LIC through mail or by post or in person.

For restoration of family pension, similar procedure should be followed, if the same is stopped due to non-submission of DLC and hard copy of life certificate.

This issues with the approval of competent authority.


(P. Lala)

Financial Adviser & Chief Accounts Officer

Copy to Divisional Manager (P&GS), LIC, Jeevan Prakash Building, 16, C.R. Avenue, Kolkata-700072 for information and necessary action please. He is requested to accept the DLC of the pensioners and DLC and hard copy of life certificate of family pensioners as per prescribed format **attached (Annexure- FP-4)**.

Encl: As stated.

Copy to Branch Manager, State Bank of India, Main Branch, Kolkata/ Punjab National Bank, Kolkata branch/ Uco Bank, Kolkata Main Retail branch/ Indian Overseas Bank, Strand Road branch, Kolkata/ Canara Bank, Hare street branch, Kolkata for information and necessary action please. He is requested to accept the DLC of KDS bound (Non-LIC) Pensioners and DLC and hard copy of life certificate of KDS bound (Non-LIC) Family Pensioners as per prescribed format **attached (Annexure- FP-4)** as decided by the authority.

Encl: As stated.

Copy to Sr. Dy. Director, EDP, wing, GAD for hoisting the Notice in the SMP Kolkata Website.

Copy to Sr. Dy. CAO I/ Dy. CAO-V for information please.

Copy to Administrator, KoPT Employees Superannuation Fund for information and necessary action please.

Copy to Sr. Accounts Officer, Pension Section for information and necessary action please.

Part-(A)

Certificate to be submitted by pensioners/ family pensioners.

1. Non-Employment Certificate:

I declare that I have not received any remuneration for service in any establishment of Central Govt. Or State Govt. Or Govt. Under taking or Local body of Nationalised or Port Trust during the period.

2. Certificate non marriage / re-marriage:

I hereby declare that I am not married/ I have not been re-married during the past six months.

Place:

Date:

LTI and Signature of Pensioner/ Family Pensioner

Life Certificate

Certified that I have seen the pensioner / family pensioner Sri/Smt.
holder of Pension Roll No.

I certify to the best of my knowledge and belief that declaration is correct.

Signature:

Name:

Designation of authorised officer:

(With Seal)

Annuity No.

(In case of LIC bound pensioners/family pensioners)

**STEP BY STEP GUIDE FOR GENERATING DIGITAL LIFE
CERTIFICATE THROUGH MOBILE PHONE**

If you follow the given steps carefully, you need not visit any internet café for generating Digital Life Certificate (DLC) or any other authority for getting Physical Life Certificate. You can generate DLC for yourself and other fellow pensioners through your mobile sitting at the comfort without spending anything.

1. **JEEVAN PRAMAAN FACE APP** - Install "Jeevan Pramaan Face App" from Google Play Store in your Android mobile phone. (The app is not available in Apple store of I-phones.) The app looks like this:

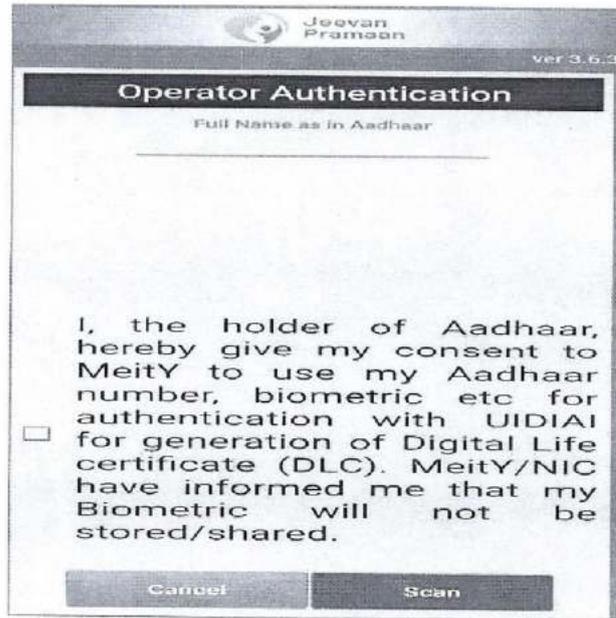


2. **AadhaarFaceRd (Early Access)** - After installing the above App, install "AadhaarFaceRd (Early Access)" from Google Play Store. The App looks like this:



3. **(A) OPERATOR AUTHENTICATION** - Open Jeevan Pramaan Face App which was installed as per step-1. Here you have to get authenticated as an operator by filling details like Aadhaar Number, Aadhaar Linked mobile number and email Id. Once you get registered as an operator, you can not only generate DLC for yourself but also for any other pensioner through your mobile. The first page of operator authentication looks like this -

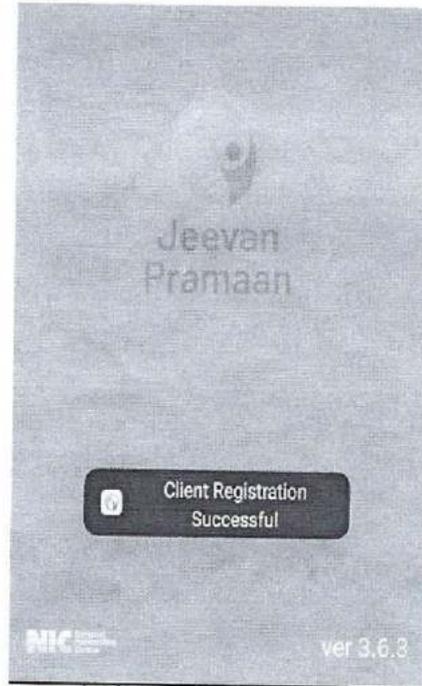
- (B) OPERATOR AUTHENTICATION**- On submission of details, an OTP will be sent to Aadhaar Linked mobile number. On submission of OTP, you have fill up your full name as in Aadhaar, tick the declaration and tap on scan. The page looks like this-



4. **FACE SCAN** - Hit the scan button (shown at step – 4 above). Ensure that the camera captures the full face and there should be sufficient light. One has to blink during scan. Try few times till you succeed. The page during scanning looks like this –



5. **SUCCESSFUL REGISTRATION** - On successful registration, you will get the following page -



So now you have successfully registered as an operator and can generate DLC for yourself or any other pensioner.

6. **(A) PENSIONER AUTHENTICATION** - On pensioner authentication page, you have to enter pensioner's Aadhaar number and Aadhaar Linked mobile number and tap on submit button which will generate an OTP. The page looks like this -

Jeevan Pramaan ver 3.6.3

English

Pensioner Authentication

Aadhaar Virtual ID

Enter Aadhaar

Enter Mobile Number

Enter Email Address

Submit

aan Client Application is s

(B) PENSIONER AUTHENTICATION – Enter OTP received on pensioner’s mobile and hit the submit button. The screen looks like this –

Jeevan Pramaan ver 3.6.3

English

Pensioner Authentication

Aadhaar Virtual ID

Enter Aadhaar

Enter Mobile Number

Enter Email Address

Enter OTP

Submit

amaan Client Application is:

(C) PENSIONER AUTHENTICATION – This is the most important page wherein you have to enter the pensioner’s full name as in AADHAAR and the following very carefully from the drop down menu:

- ❖ Type of pension – “Service” or “Others” for pensioners and “Family” for family pensioners. (in the picture of screen shot appended below Family is selected from drop down menu)
- ❖ Sanctioning Authority – “Syama Prasad Mookerjee Port Kolkata”
- ❖ Disbursing Authority – – “Syama Prasad Mookerjee Port Kolkata”
- ❖ Agency – – “Syama Prasad Mookerjee Port Kolkata”.

After selecting the above from the drop down menu, enter the following –

- ❖ PPO Number – (PENSION OR FAMILY PENSION PAYMENT ORDER NO. (CASE NO.) EXAMPLE – 12345C/A).
- ❖ Account Number – Enter the Pension Account Number through which pension is drawn from Bank.

Finally, select the relevant options against “Re-employed” and “Re-Marriage”. Thereafter, check the declarations and hit the submit button. The screen look like this-

Jeevan Pramaan Face App

Pensioner Auth

*

Full Name as i

*Type of Pension

*Sanctioning Authority

*Disbursing Agency

*Agency

*

PPO Num

*

Account Numl

*Re-Employed

*Re-Marriage

|||

7. **CONFIRMATION BEFORE SCAN:** Tick NO because you are generating DLC for only one PPO. YES will be applicable if there are more than one PPO. The screen will look like this-



Confirm

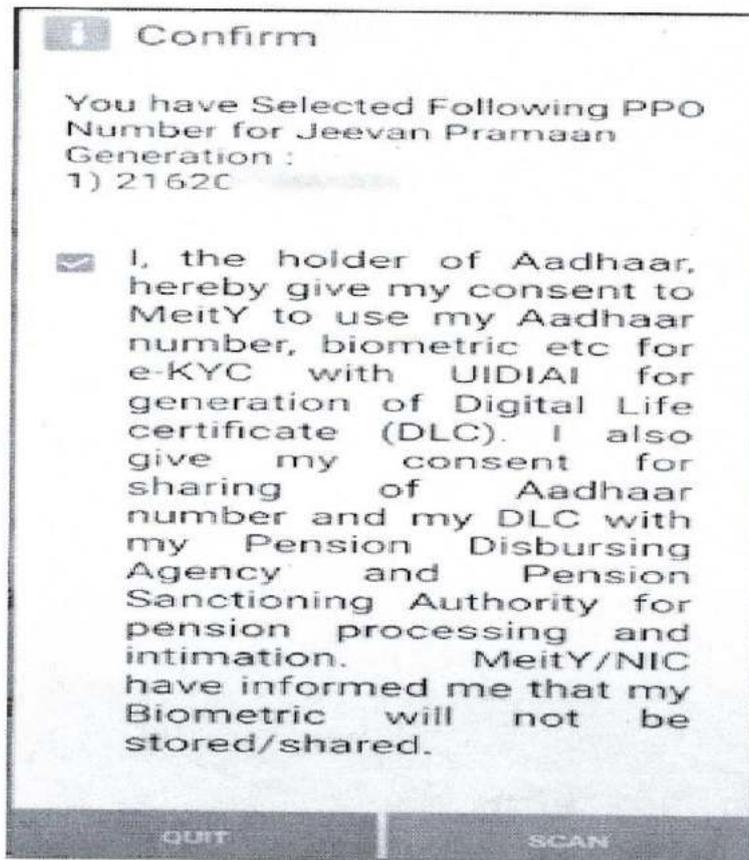
Number of PPO Remaining For DLC
generation : 1

Do you want to generate Life Certificate
for remaining PPO numbers?

NO

YES

8. **SCAN** – In this page, check the declaration box, hit the submit button for scan and do the scanning exactly as described at step – 4 above.



9. **SUCCESSFUL SUBMISSION** – On successful submission, you will get the page which gives the Pramaan Id and PPO Number. The screen looks like this –

(B) DOWNLOADING DLC – After submitting OTP, DLC can be viewed and downloaded. The page looks like this –

LIFE CERTIFICATE
(To be submitted by Pensioner once a year)

Certified that the pensioner **Shri Laxman Kumar**
Order No **37325C/A** , account number (Pension) *
authenticated his presence and that he is alive as on
Pramaan ID 1360059856.



Aa

Nan

I

#02801886

After successful generation of Digital Life Certificate (जीवन प्रमाण)
SMPK Pensioners/ Family Pensioners are to take the following action:-

- (a) **Non LIC Pensioners/ Family Pensioners : No action.** No need to submit copy of Digital Life Certificate/ Paper Based Life Certificate to Bank or Pension Section of Syama Prasad Mookerjee Port Kolkata. It will hit the Server of Finance Department of SMPK automatically and Disbursement of Pension will be extended up to the month of October. In the month of November NLIC Pensioners/ Family Pensioners have to generate of Digital Life Certificate (जीवन प्रमाण) again.
- (b) **LIC BOUND Pensioners/ Family Pensioners :** As per existing system SMPK Pensioners/ Family Pensioners whose Pension are disbursed through LIC needs to submit their Existence Certificate to LIC authority on the Anniversary of purchase of Annuity. In the event of new era i.e. generation of Digital Life Certificate (जीवन प्रमाण) through Android LIC bound pensioners have to take the following actions:-
- (i) Generate Digital Life Certificate with your Android mobile in your Anniversary month.
 - (ii) Take a print out (hard copy) of Digital Life Certificate (जीवन प्रमाण).
 - (iii) Write down your Annuity No. on the top of your Digital Life Certificate (जीवन प्रमाण).
 - (iv) Submit the above mentioned hard copy to LIC authority in the following Address :-
LIFE INSURANCE CORPORATION OF INDIA
KOLKATA METROPOLITAN DIVISIONAL OFFICE –
I
P & GS DEPARTMENT, 8TH FLOOR “JEEVAN
PRAKASH”
16 CHITTARANJAN AVENUE, KOLKATA – 700072
 - (v) **Pensioners / Family Pensioners are also in liberty to submit the scanned copy aforesaid Digital Life Certificate (जीवन प्रमाण) to LIC authority through mail in the mail address appended below. No need to visit LIC Office. No need to hunt for a Gazetted officer for getting the Existence certificate signed :-**

bo_g402@licindia.com

- (vi) Successful submission of hard/ Scanned copy of Digital Life Certificate (जीवन प्रमाण) to LIC authority, disbursement of Pension will be extended up to next Anniversary . LIC bound Pensioners have again exercise the same in next Anniversary month.

IN THE EVENT OF NOT BEING ABLE TO GENERATE DIGITAL LIFE CERTIFICATE AT THEIR OWN, PENSIONERS / FAMILY PERNSIONERS ARE REQUESTED TO VISIT THE OFFICE OF THE CHIEF VIGILANCE OFFICER, SYAMA PRASAD MOOKERJEE PORT, KOLKATA , 6, FAIRLEE WAREHOUSE (GROUND FLOOR), STRAND ROAD KOLKATA – 700001(EXCEPT SATURDAY TO MONDAY AND ANY HOLIDAY BETWEEN 1100 HRS TO 1700HRS)/ NEAREST POST OFFICE / GOVERNMENT जनसेवा केन्द्र WITH THE FOLLOWING ORIGINAL DOCUMENTS/ DEVICE :-

- (a) AADHAAR Card of the Pensioner/ Family Pensioner.
- (b) PPO of the Pensioner / Family Pensioner.
- (c) Pension Pass Book (Bank)
- (d) One working Mobile Phone (to receive the OTP)
- (e) Medical History Book (if any)

Pensioners may contact in WhatsApp No. 9830268664 to solve out any DLC related problem.

**BE AWARE OF THE TOUTS/
बिचौलियों से साबधान/ दालाल থেকে
সতর্কতা অবলম্বন করুন**