WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
Office of the General Manager(HR&A), TP&AS
Registered Office: Vidyut Bhavan, Block–DJ, Sector–II, Bidhannagar, Kolkata–700091

Circular No: TP&AS/2025/ 23 **Date: - 16.10.2025**

All pensioners/ Family Pensioners of the Company are required to submit life/ non-employment/non-marriage /non-remarriage certificate in the month of November every year in the specified format, as enclosed.

In view of above, it is hereby notified to the Pensioners/ Family Pensioners, to submit their duly filled-in Life Certificate during the month of **November' 2025 on and from 11.00 A.M. to 04.00 P.M.** on all working days at Corporate (F&A) Department, Vidyut Bhavan, 9th Floor, 'C' Block. Pensioners and Family Pensioners of the Company may also submit their life Certificate at the following offices of the Company: -

1. All the Trans. Zone Offices.
2. All the Area Offices.
3. All the Field Zonal Offices.

Alternatively, Certificate / Declaration can also be sent to the **General Manager (F&A), Corporate, WBSETCL, Vidyut Bhavan, 9th Floor, 'C' Block, Sector-II, Saltlake, Pin- 700091** through post.

In case of **unmarried /divorcee / widow daughters,** having age above 25 years, should submit the **Marital Status Certificate** and **Income Certificate** as per prescribed format (as enclosed) in terms of Circular No. **GM(HR&A)/TP&AS/03/2024 dated 22.02.2024** (copy attached) along with the Life Certificate before the Pension Sanctioning Authority i.e. the **General Manager (F&A), Corporate, WBSETCL, Vidyut Bhavan, 9th Floor, 'C' Block, Sector-II, Saltlake, Pin- 700091,** only.

Pensioners /family pensioners of WBSETCL can also submit their Life Certificate through **online mode** as per guidelines stipulated vide Circular No. **GM(HR&A)/TP&AS/22/2024 dated 23.10.2024** (copy attached). The detailed user guidelines (as enclosed) for submission of **Digital Life Certificate** through **Jeevan Pramaan App** is also available at Company's website www.wbsetcl.in ⟶ **Retired Employees Corner**.

Any other mode of submission other than stated above will not be accepted.

All concerned must adhere to the above guidelines without deviation and are hereby directed to follow the instructions scrupulously and transmit the massage to the downstream for compliance.

Enclo: - As stated.

16.10.25

(Sabyasachi Roy)
Director (HR&A)

Memo No. GM(HR&A)/TP&AS/Circular/ 3569 **Date: - 16 .10.2025**

Distribution: -

TELEPHONE: (033) 2319-7599 E-Mail ID: wbsetclgmhra.tpas@gmail.com
CIN: U40101WB2007SGC113474, Website: www.wbsetcl.in

WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
Office of the GM (HR&A), TP & AS
Registered Office: Vidyut Bhavan, Block–DJ, Sector–II, Bidhannagar, Kolkata–700091

Memo No: GM(HR&A)/TP&AS/Circular/3569(1-100) ***Date: 16-10-2025***

Distribution: -

1) The Executive Director (O&M),WBSETCL
2) The Chief Engineer, Corporate / O&M-I/ O&M-II /O&M-III/ Projects-I / Projects-II/ Testing/ Engineering(O&M)/ Engineering(Projects) /Regulatory & Commercial Deptt./ SLDC / CPD / Procurement /EMD/ Communication, WBSETCL.
3) The General Manager (HR&A), Corporate, WBSETCL.
4) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
5) The Company Secretary, WBSETCL.
6) The Head I.T., WBSETCL. – **May please see for hosting in the Company's website under the menu head "Office Order & Circular".**
7) The Addl. C. E., Quality Control & Inspection Cell / Kolkata Tr Zone /Kalyani Tr Zone/Raiganj Tr Zone/ Chinsurah Tr Zone / Siliguri Tr Zone / Midnapore Tr Zone /Berhampore Tr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Burdwan FZO / Bankura FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone,WBSETCL.
8) The Addl. General Manager (HR&A), Corporate, WBSETCL.
9) The Chief Medical Officer, WBSETCL
10) The Chief Security Officer, WBSETCL
11) The Chief Land Officer, WBSETCL
12) The Addl. General Manager (HR&A), Corporate Vigilance Cell, WBSETCL.
13) The SE &Area Manager/SE (E) / SE, In-charge /: -

i) Area Office :-

Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL

ii) 400KVArea Office: -Arambag / Durgapur /Jeerat / Kharagpur /Gokarna / New Chanditala, WBSETCL

iii) Testing Area Office: -Salt Lake/ Durgapur/ Burdwan / Midnapore/ Howrah /Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore/ Baruipur, WBSETCL

iv) Communication Area Office; Siliguri / Durgapur, WBSETCL

14) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A)
Corporate / O&M-I /O&M–II / Procurement / Projects-I /Projects-II / Testing H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar /Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda Area Office/ Arambag 400 KV / Durgapur 400 KV/Jeerat 400 KV / Kharagpur 400 KV /Gokarna 400 KV / New Chanditala 400 KV / SLDC, WBSETCL
15) The Asstt. Manager (Corp. Comm.), WBSETCL
16) The P.S/ P.A. to Managing Director /Director (HR&A) / Director (Finance) / Director (Projects) / Director (Operations), WBSETCL

TELEPHONE: (033) 2319 7599 E-Mail ID: wbsetclgmhra.tpas@gmail.com
CIN: U40101WB2007SGC113474, Website: www.wbsetcl.in

WBSETCL

WEST BENGAL STATE ELECTRICITY TRANSMISSION CO. LTD.

(A Government of West Bengal Enterprise)
(Pension Cell)
"Vidyut Bhavan" Block DJ, Sector-II, Bidhannagar, Kolkata:700091

Yearly Certificate/Declaration to be submitted by the Pensioners/Family Pensioners

I. LIFE CERTIFICATE: (Mandatory for all Pensioners/Family Pensioners)

Certified that I have seen the Pensioner/Family Pensioner
Named:.....having
PPO No. / FPPO No.....and that he/she is alive on this date. Signature
of Sri /Smt.....is attested below.

Full Signature/LTI of the Pensioner/Family Pensioner

Place :

Name :

Date :

Mobile No :
(Pensioner)

PAN :

Signature

Name & Designation of the Authorised Officer (with Official seal)

II. Non-Employment Certificate

- I hereby declare that I have not received any remuneration for serving in any capacity in an establishment of the Central Govt./State Govt. or a Govt. Undertaking or from a Local Fund during the year ended November.....
- I hereby declare that I have been Employed/Re-employed in the Office of the.....
.....(Name of the Office) and was in receipt of the following emoluments during the period.

(i) Consolidated Pay (with / without Dearness Allowance) Rs:.....
(ii) Honorarium (with / without Dearness Allowance) Rs:.....
(iii) Fees (with / without Dearness Allowance) Rs:.....

I further declare that the orders of my employment/re-employment do not stipulate my pension and family pension equivalent or Death Gratuity being held in abeyance during the Employment/re-employment period.

Date:.....

Signature/LTI .....

(Name of the Pensioner/Family Pensioner)

PPO/FPPO No. .....

III. Declaration of Male/Female Pensioners whose Family Pension are terminable on their marriage or re-marriage

I hereby declare that I am not married and that I have not been married during the past six months. (For Un-married Daughter)

OR

I hereby declare that I have not been re-married and I undertake to report such an event to the Pension Payment Officer immediately after happening of the event. (For Widow/Widower/Divorcee)

I certify that the above declaration is correct.

Address (in full) :

Mobile/Ph No:

LTI/Full Signature of the Family Pensioner

(PTO)

WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
OFFICE OF THE GENERAL MANAGER (HR&A): TP&AS
Registered Office: Vidyut Bhavan, Block–DJ, Sector–II, Bidhannagar, Kolkata–700091

Circular No.GM (HR&A) /TP&AS/ 03 /2024 **Date:** 22/02/2024

Sub: Pro-forma of Income and Marital Status Certificate of unmarried (beyond 25 Years) / widow / divorced daughter

In case of eligible unmarried (beyond 25 Years) /widow / divorced daughter of a retired and /or deceased employee of WBSETCL, an Income and Marital Status Certificate issued by the appropriate authority is to be submitted before the Pension Drawing and Disbursing Authority along with life certificate on yearly basis for sanctioning and continuing family pension of such daughter as per Office Order No.1017/2022 dt.21.12.2022.

It has been observed that such certificate received from several Applicants / Beneficiaries are not sufficient to serve the purpose causing inordinate delay in sanctioning and continuing family pension in favour of such applicant daughter as the case may be.

To avoid such delay and smooth disposal of family pension, a pro-forma of income and marital status certificate is enclosed herewith. This certificate shall be issued by any Central / State Govt. Officer belonging to Grade A service or any Class-I Officer of WBSEDCL/WBSETCL (O/O no. 436 dt. 03.05.2011 of WBSEDCL since adopted by WBSETCL), in their official letter head with memo number and issue date along with signature under official seal (Not to be issued as per the enquiry report of document/report/certificate etc. of any other). The issued certificate shall not be older than six months from the date of submission of the certificate. Besides, before allowing family pension of any such daughter, the sanctioning authority shall satisfy himself about the genuineness of the claimant.

Proper pro-forma shall be followed to avoid unnecessary delay in pension disposal.

(Shamya Roy Choudhury)
Director (HR&A)

Memo No: GM (HR&A)/ TP&AS/ Pension/ 697 **Date:** 22/02/2024.

***Distribution*:-**

☐ TELEPHONE/ FAX: (033) 2334 5879 ☐ E-Mail ID: wbsetclgmhra.tpas@gmail.com
☐ CIN: U40101WB2007SGC113474, ☐ Website: www.wbsetcl.in

PROFORMA

Annexure to Circular No. GM (HR&A) /TP&AS/ /2024 Date:

Office Letter Head must contain

Name of the office:-

Address:-

Phone No:-

Email ID:-

Income and Marital Certificate

To Whom It May Concern

This is to certify that Kumari/Miss/Smt. .....

The unmarried/widow/divorcee daughter of Late .....

(Name of the deceased employee) is personally known to me for last ..... (years / months).

She is a permanent resident of .....

P.O. .....

Dist ..... Pin .....

It is also certified that Kumari/Miss/Smt. .....

Has not married/re-married till this date and her monthly income from all sources including the family

pension from WBSETCL is Rs. ...../-

(Rupees .....)

I wish her all success in life.

.....

(Signature with Seal & Date)

Full name of issuing officer (.....)

Note:- This certificate is to be given by any Central / State Govt. Officer belonging to Grade A service or any Class-I Officer of WBSEDCL/WBSETCL (O/O no. 436 dt. 03.05.2011 of WBSEDCL since adopted by WBSETCL)

WBSETCL

West Bengal State Electricity Transmission Co. Ltd.
(A Govt. of West Bengal Enterprise)
Office of the General Manager (HR&A), TP&AS
Registered Office: Vidyut Bhavan, Block–DJ, Sector–II, Bidhannagar, Kolkata–700091

Circular No.GM (HR&A) /TP&AS/ 22 /2024 **Date:** 23.10.2024

With a view to facilitate all the pensioners / family pensioners of WBSETCL to submit their Life Certificate through online mode, the WBSETCL is going to turn on the **Digital Life Certificate (DLC) Submission System** through "**Jeevan Praman App**" with effect from **01.11.2024** in addition to the existing offline submission system.

In the above premises, it is hereby enjoined upon all Pensioners/ Family pensioners, who are willing to avail this facility, to submit their Digital Life Certificate (DLC) through online mode in the following manner:

1. The submission of Digital Life Certificate (DLC) through online App is fully optional. The Pensioners / Family Pensioners shall have the flexibility to choose the method for submission of Life Certificate which is convenient to him / her.
2. The pensioners can either generate Digital Life Certificate (DLC) for themselves or let others who are registered as operator in Jeevan Praman Portal / App to do it for themselves.
3. The facility for submission of Digital Life Certificate (DLC) shall not be available for the Pensioners / Family Pensioners who are re-employed after retirement or, Family Pensioners who are employed or, unmarried/ divorcee/ widow daughters in receipt of family pension. They shall continue to submit Life Certificate along with re-employment / employment declaration / declaration of non-marriage, whichever is applicable, as per existing process.
4. Submission of Life Certificate and Non-Remarriage/ Non-employment declaration through digital mode as stated above shall have the same legal implication as of physical mode. Any false declaration in this regard shall be treated as misconduct and misrepresentation of fact for taking legal action as per rule.
5. The process of submission of Digital Life Certificate (DLC) is enclosed in Annexure-A and detailed user guidelines/manual for submission of Digital Life Certificate (DLC) through Jeevan Praman app is enclosed in Annexure-B and also available at our website: **www.wbsetcl.in**.

Enclo: Annexure-A & B

23.10.24
(Sabyasachi Roy)
Director (HR&A)

Memo No: GM /HR&A/ TP&AS/ Life Certificate/ 3914 **Date:** 23.10.2024

Distribution:-

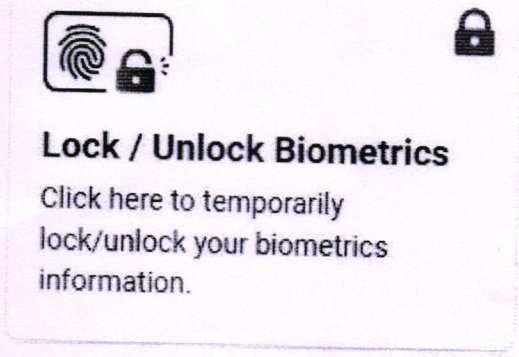
ANNEXURE –A

Annexure to Circular No. GM (HR&A) /TP&AS/ 22 /2024 **Date:** 23.10.2024

1. **Process of submission of Digital Life Certificate (DLC) for Pensioners & Family Pensioners:**
   A. The willing Pensioners/ Family Pensioner shall download and install the Jeevan Praman application (latest version) from Google play store / Jeevan Praman portal (https://jeevanpraman.gov.in/)in the Smart Phone / PC/ Laptop.
   B. The **'Pension Sanctioning Authority'** to be selected as **'West Bengal State Electricity Transmission Company Limited'** and **'Pension Disbursing Authority'** to be selected as **'West Bengal State Electricity Transmission Company Limited'** from the drop down list. PPO ID and Bank account Number of the Pensioner / Family Pensioner need to be entered manually in the related fields.
2. **Processing of Digital Life Certificate (DLC) at the Terminal Benefit Cell after submission of DLC by the pensioner / Family Pensioner:**
   A. The digital life certificates shall be processed in ERP on the next day of submission of Digital Life Certificate (DLC) in Jeevan Praman portal and Pensioner/Family Pensioner will be notified through SMS in registered mobile number about the successful acceptance or rejection of Digital Life Certificate at the WBSETCL.
3. **Pensioners / Family Pensioners shall keep BIOMETRIC UNLOCKED in online Aadhaar App while submission of Digital Life Certificate (DLC).**

HOW TO CHECK BIOMETRIC STATUS AND CHANGE IF BIOMETRIC IS LOCKED

1. Go to this url: https://myaadhaar.uidai.gov.in/
2. Click on login. Then enter the aadhar number and captcha as shown in the respective fields. Then click on login with OTP. Input the OTP as received in the registered mobile no. Click on login.
3. There is a tab written Lock/Unlock Biometrics. If there is a lock sign in the upper right corner of the tab, that means the biometric is locked as shown in the photo:



4. Click in the above tab. Then click on next. Then select the guideline and click next.

HOW TO UNLOCK AADHAR BIOMETRIC IN mAadhaar App:

1. Open the mAadhaar app and register your Aadhar using Aadhar number and OTP on the registered phone number.
2. After successful login click on Biometrics Lock in My Aadhar tab.
3. If the Biometric is locked, click on Unlock Biometrics.
4. Enter security Captcha and the enter OTP from the register mobile number.
5. Approve the process within 10 minutes

4. **In case of any doubt or queries please contact with:**

Terminal Benefit Cell:

Shayak Das [Manager (F&A)] : 9434910679
Sanjib Chhatait [Assistant Manager (F&A)]: 9434910845

ANNEXURE - B

MANUAL FOR SUBMISSION OF LIFE CERTIFICATE THROUGH JEEVAN PRAMAN APPLICATION

WBSETCL

A. JEEVAN PRAMAN (LIFE CERTIFICATE) - THROUGH FACE AUTHENTICATION (USING ANDROID SMART PHONE) : WILL BE SHARED IN DETAILS FURTHER

Requirement

- Android Smartphone (version 9.0& above) (un-rooted device)
- Internet connection
- RAM - 4+ GB
- Storage – Minimum 500MB free storage space
- Aadhaar number registered with Pension Disbursing Authority (WBSETCL)
- Camera resolution - 5 Mp or more
- Download Face RD Service from Google Play Store **(AadhaarFaceRd)**

Process

Step-1: Download and Install AadhaarFaceRd App from Google Play Store.

Step-2: Download and Install Jeevan Pramaan Application.

Step-3: Operator Authentication/Registration: This is a one time process. Pensioner can be the Operator as well.

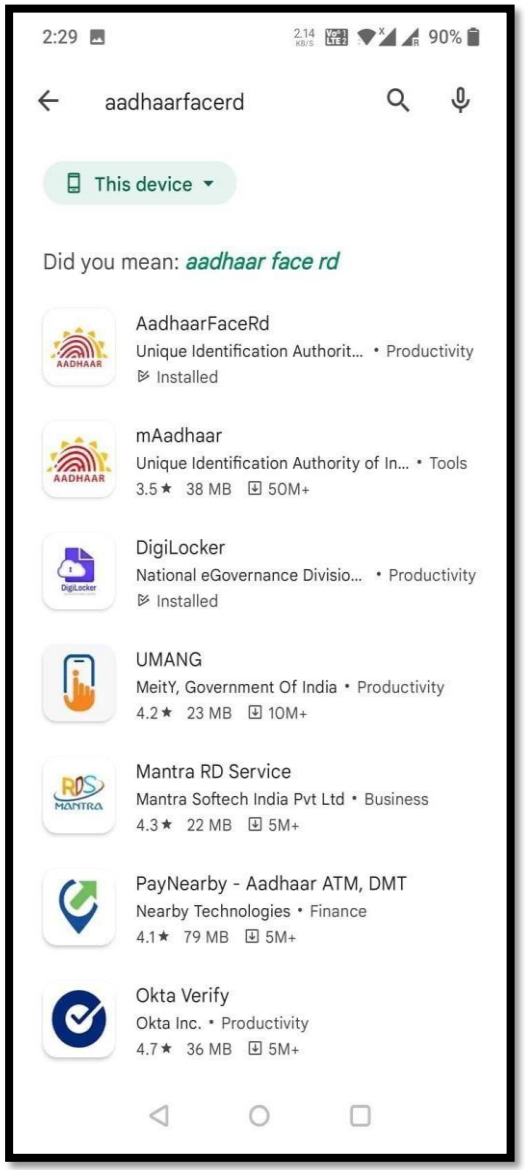
Step-4: Pensioner Authentication: Fill in the pensioner details and Aadhaar based Face Authentication of Pensioner.

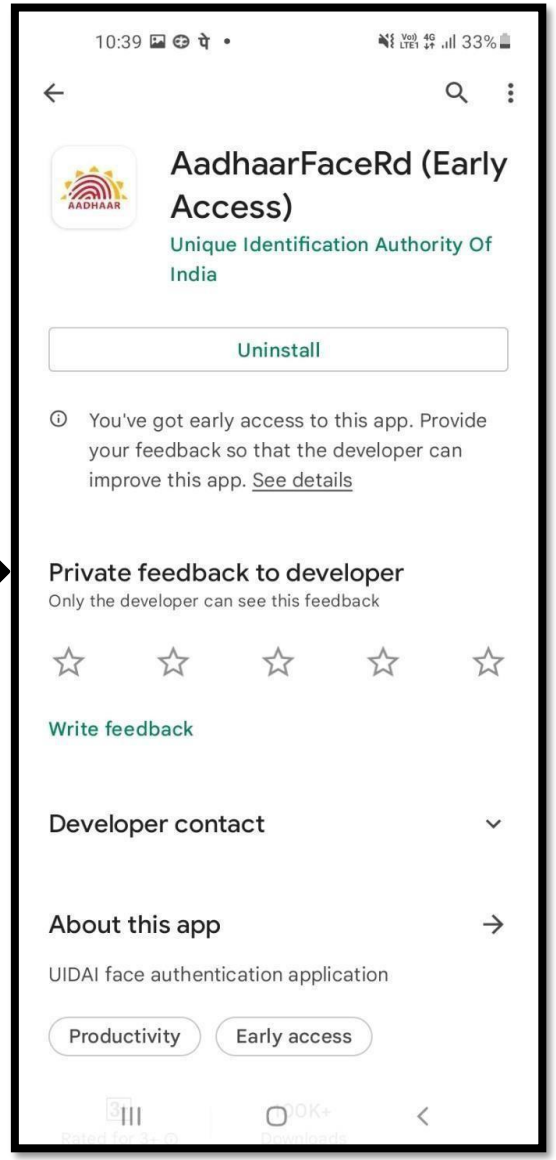
A. JEEVAN PRAMAAN (LIFE CERTIFICATE) - THROUGH FACE AUTHENTICATION

Please note that:-

- Jeevan Pramaan Application shall work on Android Phones Only (Not on I –Phones)
- No External Bio-metric Machine is required for Android Phones
- For the First Time users, Both the steps have to be repeated
- For those who are already registered may proceed with Second step only in order to submit their Digital Life Certificates if Old Application is already downloaded in their Android Phones.
- Only WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED should be mentioned as Disbursing Agency/ Sanctioning Authority to get it reflected in WBSETCL's portal.
- Ensure Proper Lights on face for capturing photograph.
- Status may be checked after 15 days by signing in PENSIONERS SIGN IN mentioning your PRAMAAN ID, CAPTCHA AND OTP. The Footnote will show Accepted by WBSETCL after approval of Digital Life Certificate(DLCs) by the Corporation.
- A Humble **request to keep patience after submission of Digital Life Certificates.**
- **Pensioners / Family Pensioners must KEEP BIOMETRIC UNLOCKED in Aadhar while submission of Digital Life Certificate.**

Step-1: Download and Install **AadhaarFaceRd** App from Google Play Store



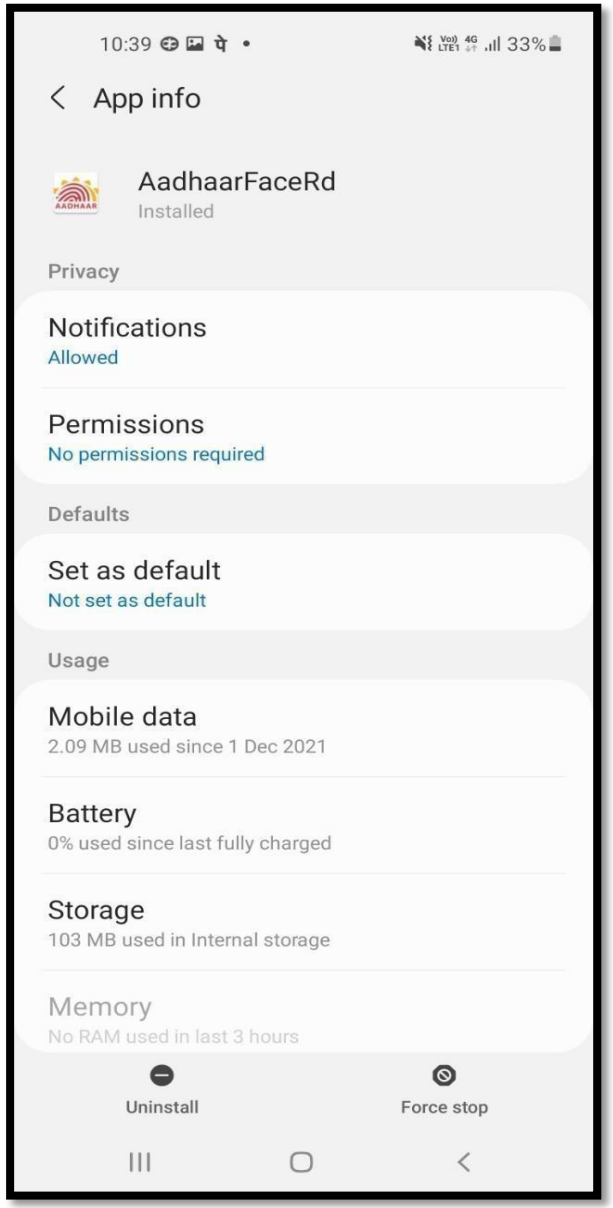


- ❑ Open Google Play Store, search for “aadhaarfacerd”.
- ❑ Install the AdhaarFaceRd.

★ This Application is for android users only

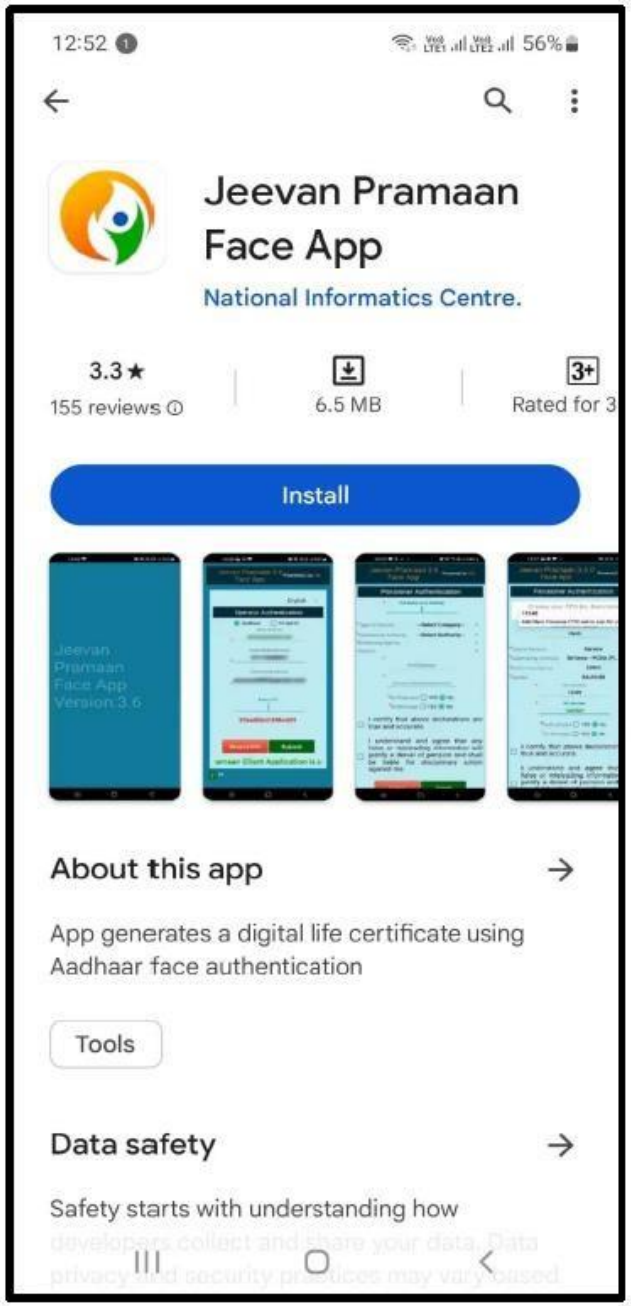
GooglePlay Android

Step-1: Download and Install **AadhaarFaceRd** App from Google Play Store



- ❑ The Aadhaar Face RD is not shown like other apps and has no icon.
- ❑ The App is visible in Settings → App Info as shown in the image.

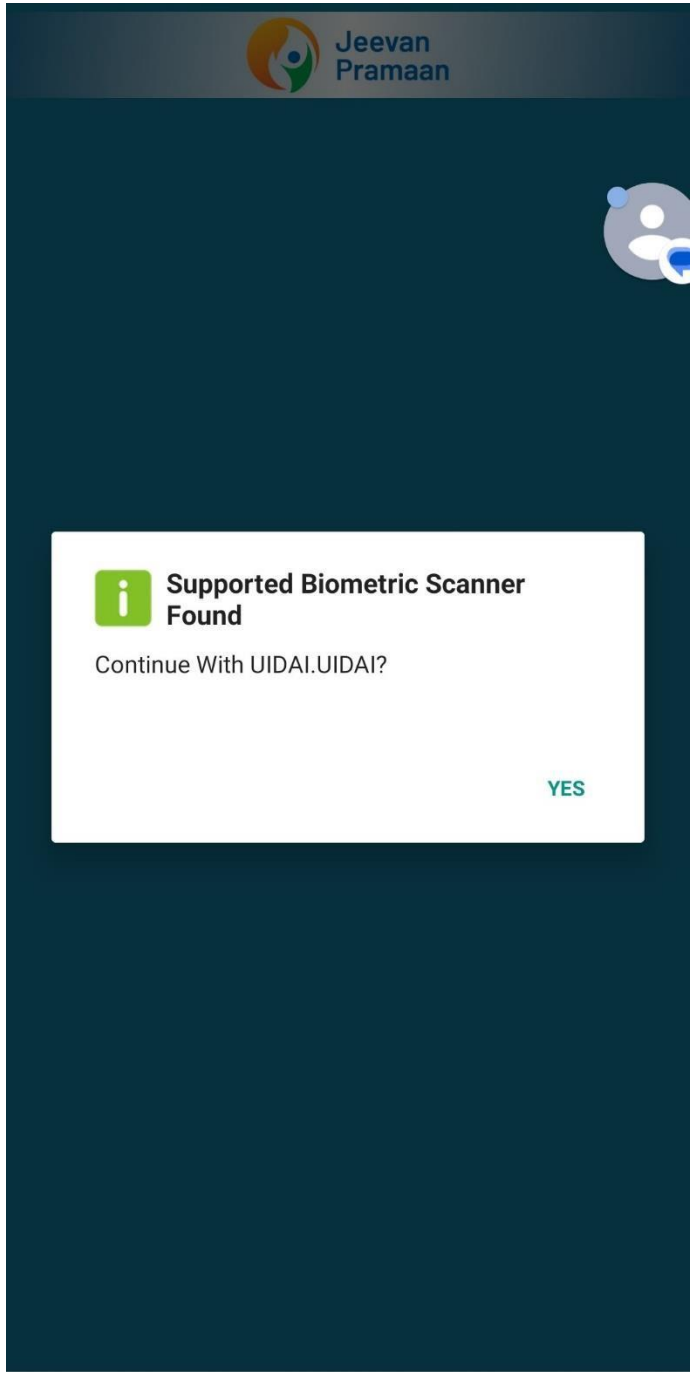
Step-2: Download Jeevan Pramaan Application from Google Play Store



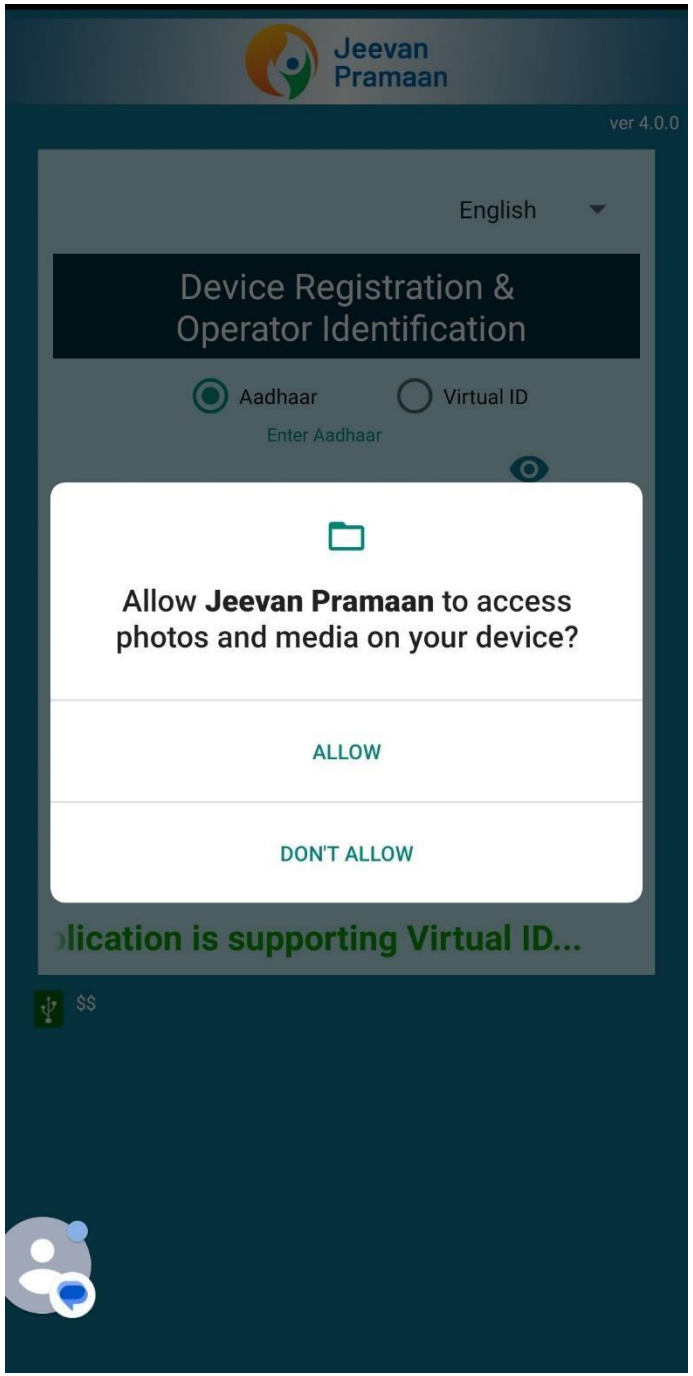
- ❑ Open Google Play Store, search for Jeevan Pramaan Face App. Install the application.
- ❑ Screenshot for reference is shown



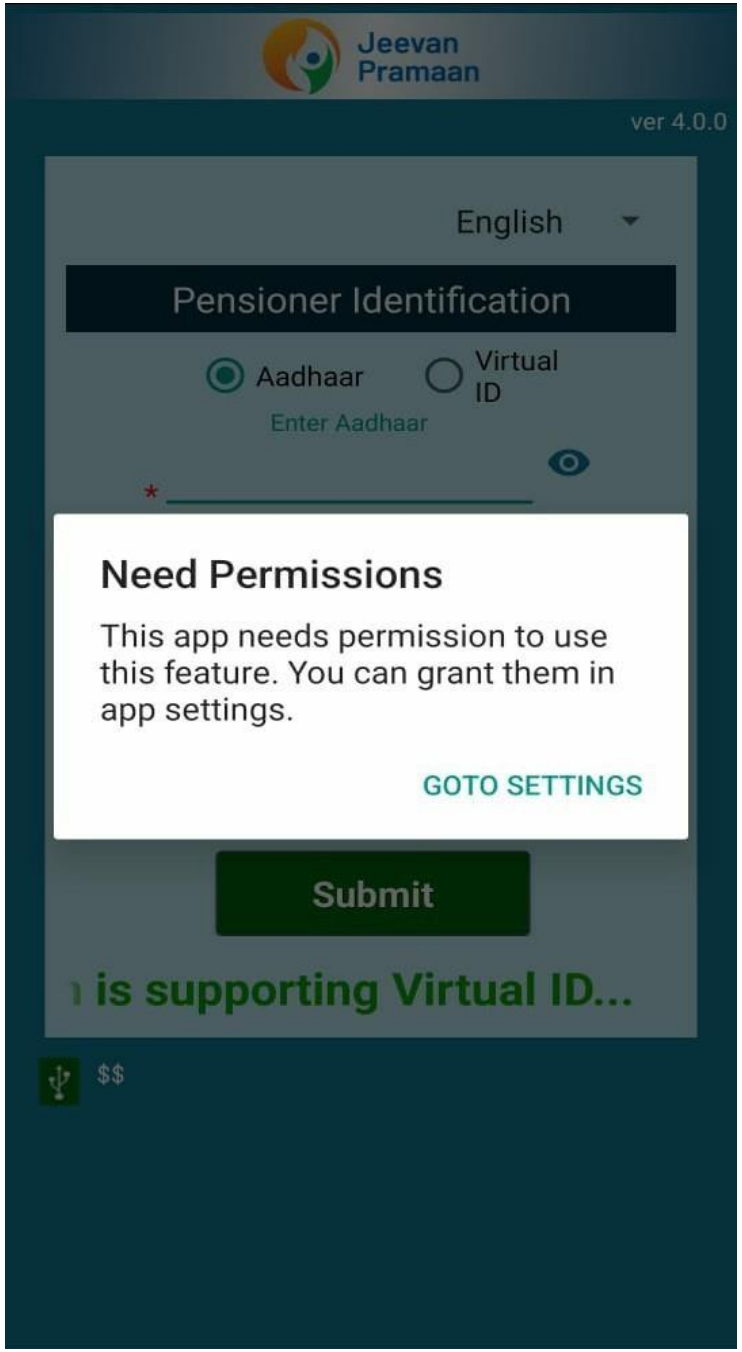
- After you have successfully installed the Jeevan Pramaan Face Application, run the application.
- The screen as shown on the left appears.



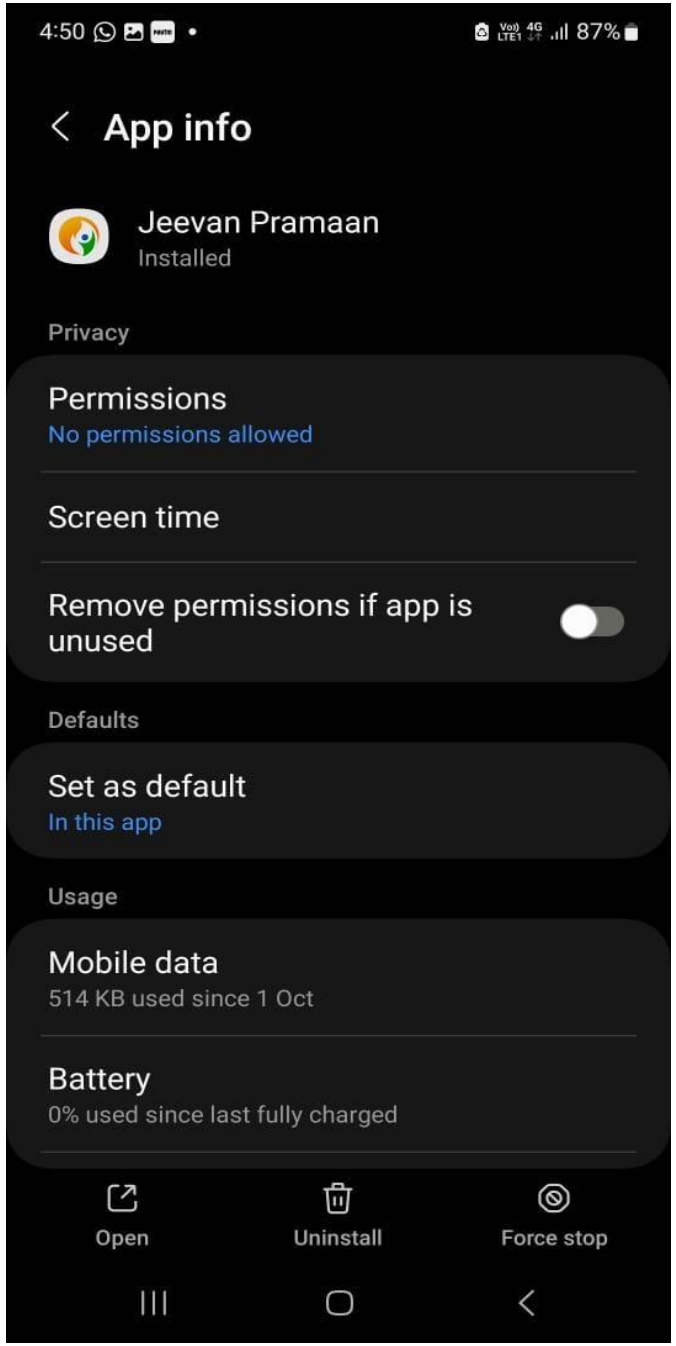
❑ Click on *YES* to proceed further.



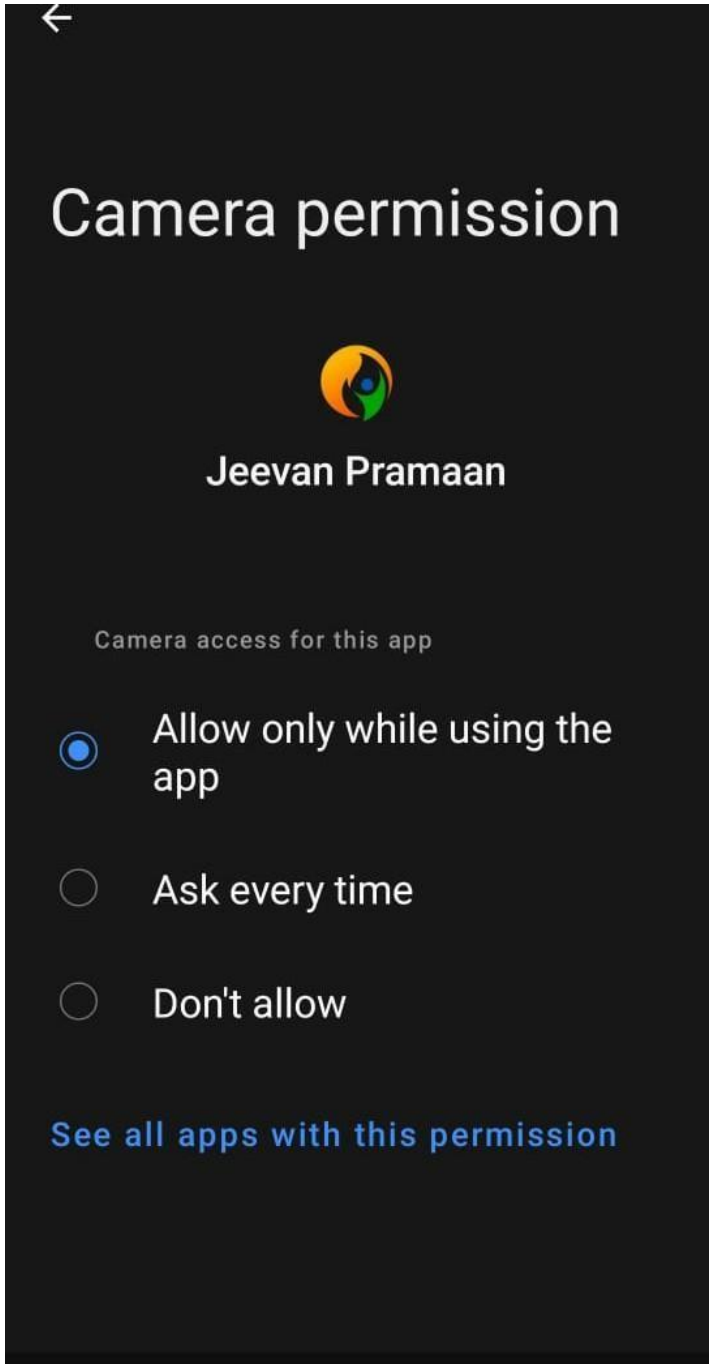
- A pop-up will appear asking for permissions.
- You need to allow the permissions in order to run the application. Click on '*While using the app*' to proceed further.



- Next another pop-up will appear asking for more permissions. Go to Settings & allow Camera access.

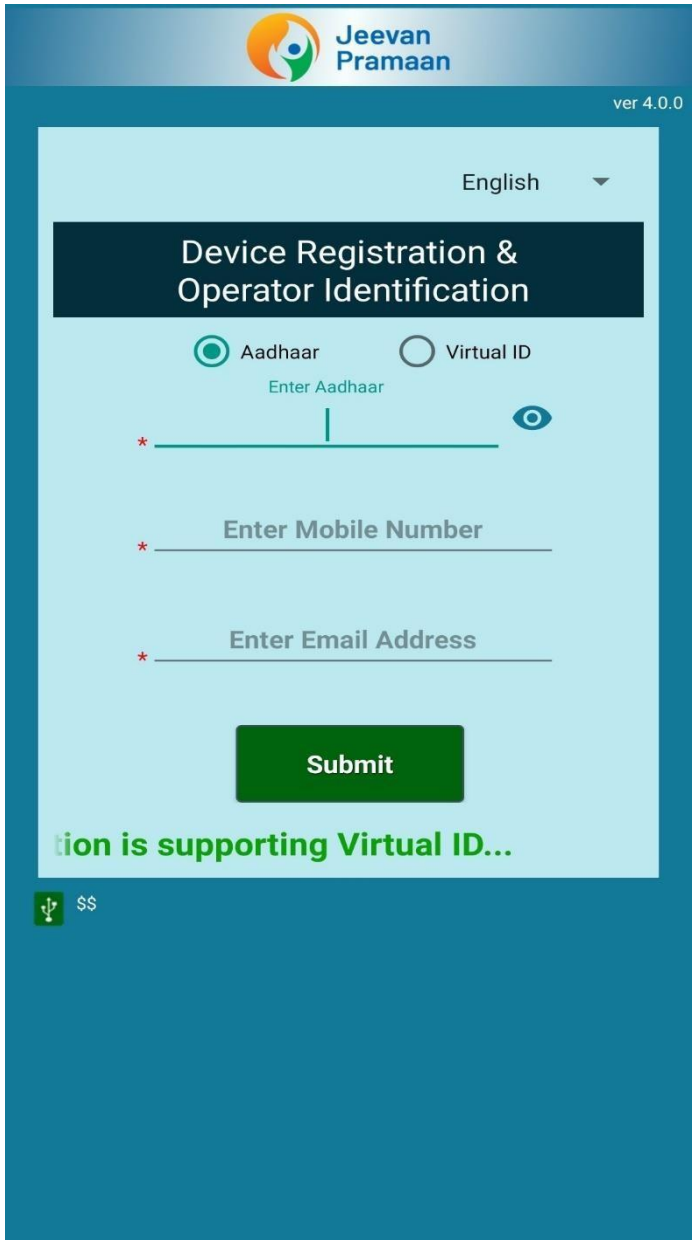


- On Opening Settings, Permissions has to be given;
  Permissions ⟶ Camera Permission



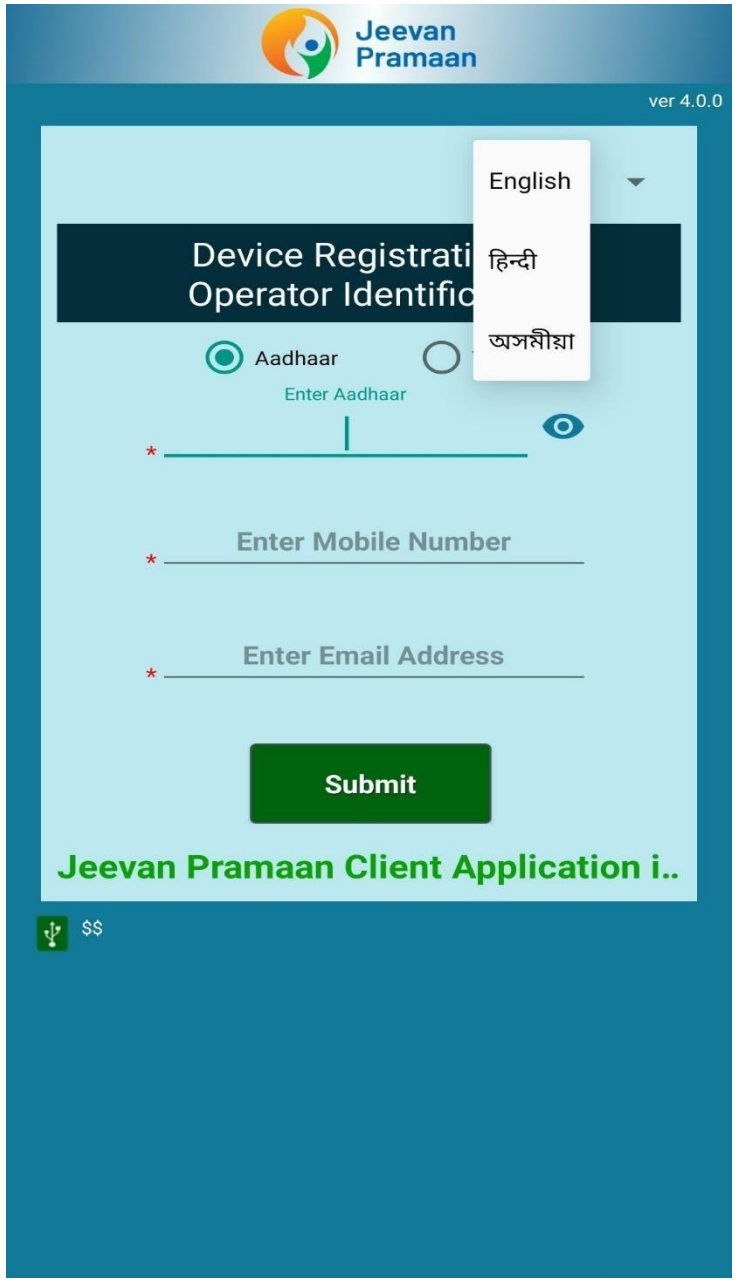
- On Opening Settings, Allow Camera permission- Allow only while using the app

Step-3: Device Registration / Operator Identification (This is a one time process)



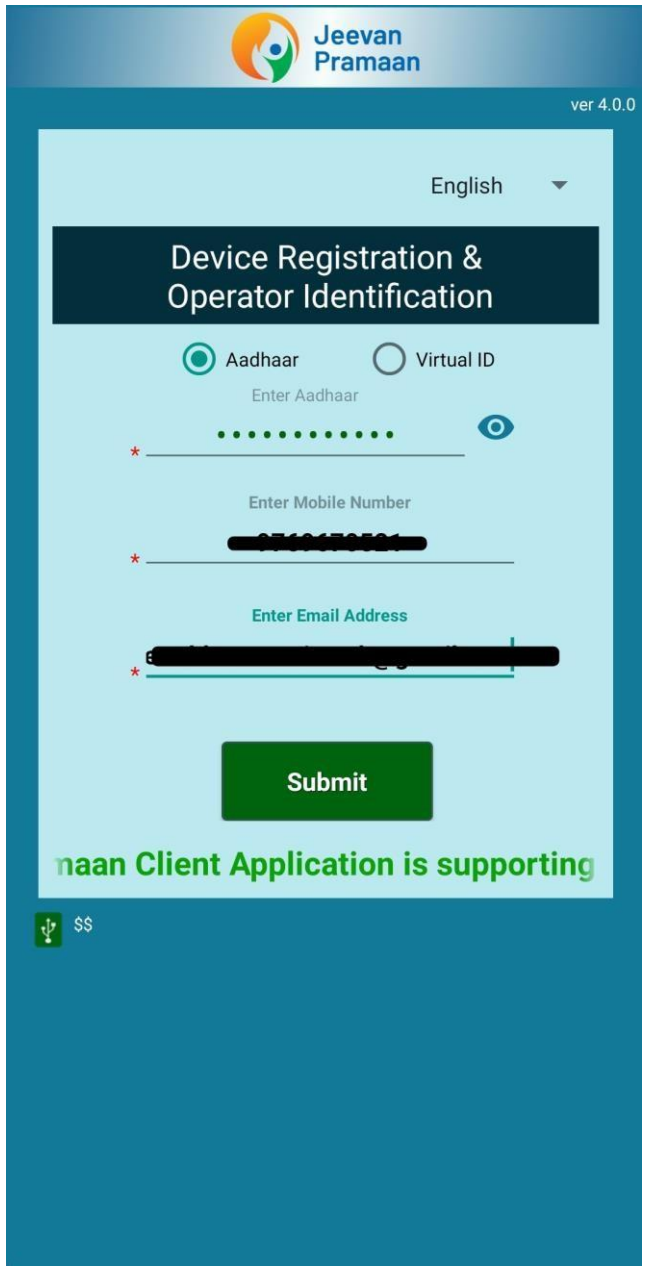
- Any Person can act as an operator. The pensioner can also act as an operator
- The operator needs to enter **his/her** Aadhaar number (mandatorily), mobile number and e-mail address and click on *submit*
- The mobile number **need not be linked** with Aadhaar, you can enter any mobile number but make sure it is available with you as an OTP will be received on the mobile and email-id provided

Step-3: Device Registration / Operator Identification (This is a one time process)



- The Application is multilingual - you can select English or Hindi from the dropdown at the top right corner (marked in orange box in figure shown on the left side)
- The figure shows how the application looks.

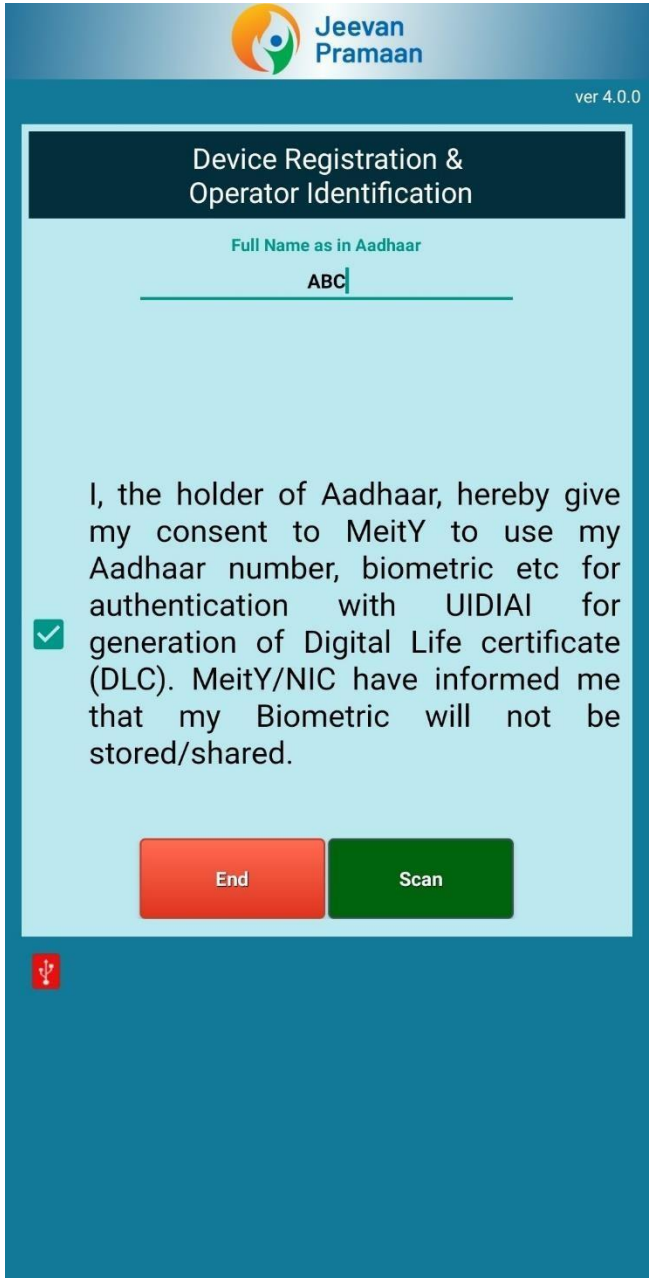
Step-3: Device Registration / Operator Identification (This is a one time process)



- After the Operator has entered the details, he/she will receive an OTP on entered mobile number as well as email.
- Enter any one of the OTP received and then click on *Submit* button.

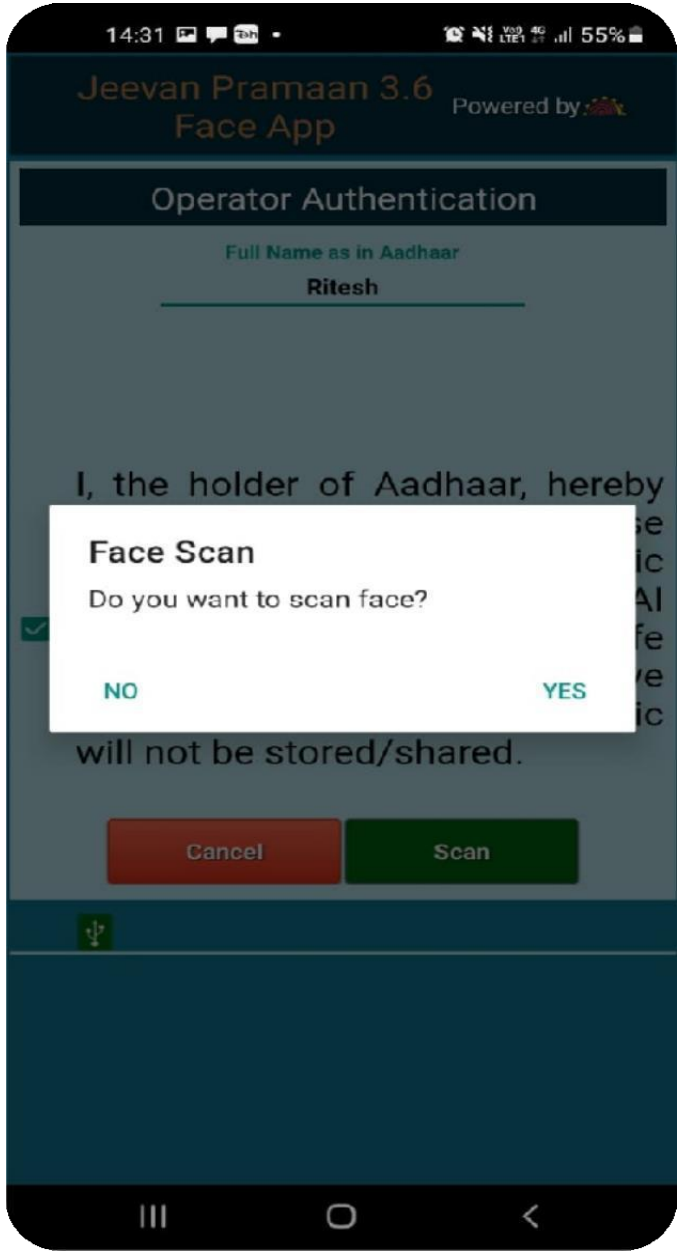
(In case OTP is not received click on *Resend OTP* button)

Step-3: Operator Authentication /Registration (this is a one time process)



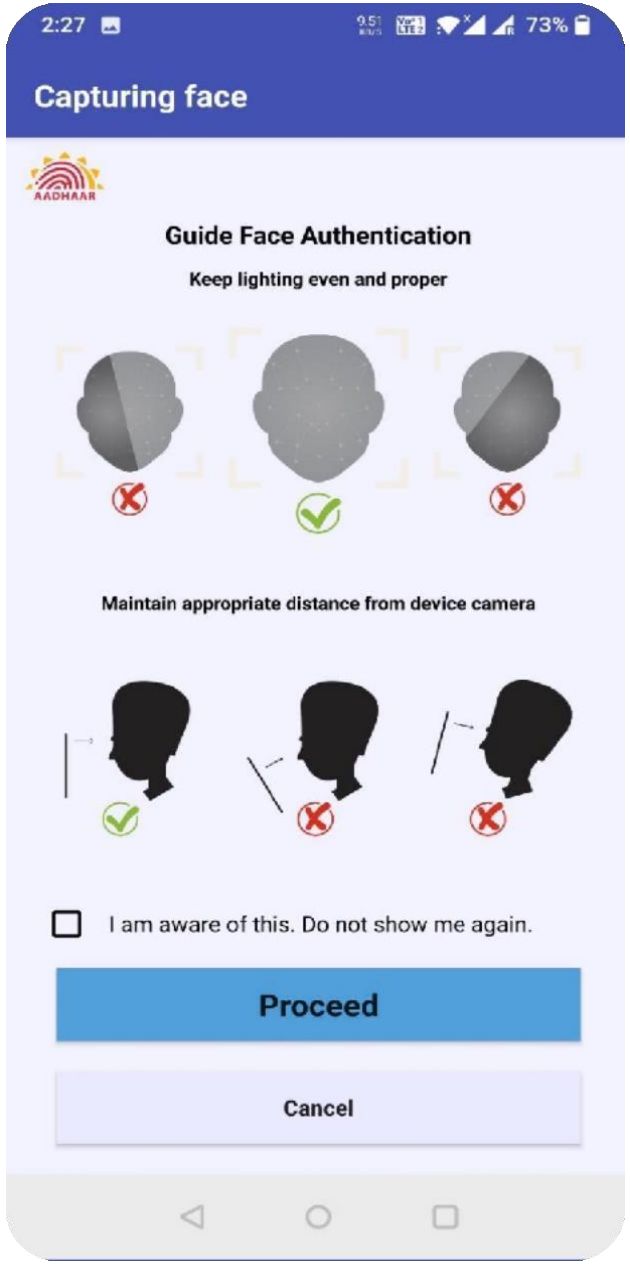
- After successful OTP Validation the screen shown on left will appear.
- The Operator needs to enter name and give consent for authentication by clicking on the checkbox.
- Click on *Scan* button to proceed towards face scan

Step-3: Device Registration / Operator Identification (This is a one time process)



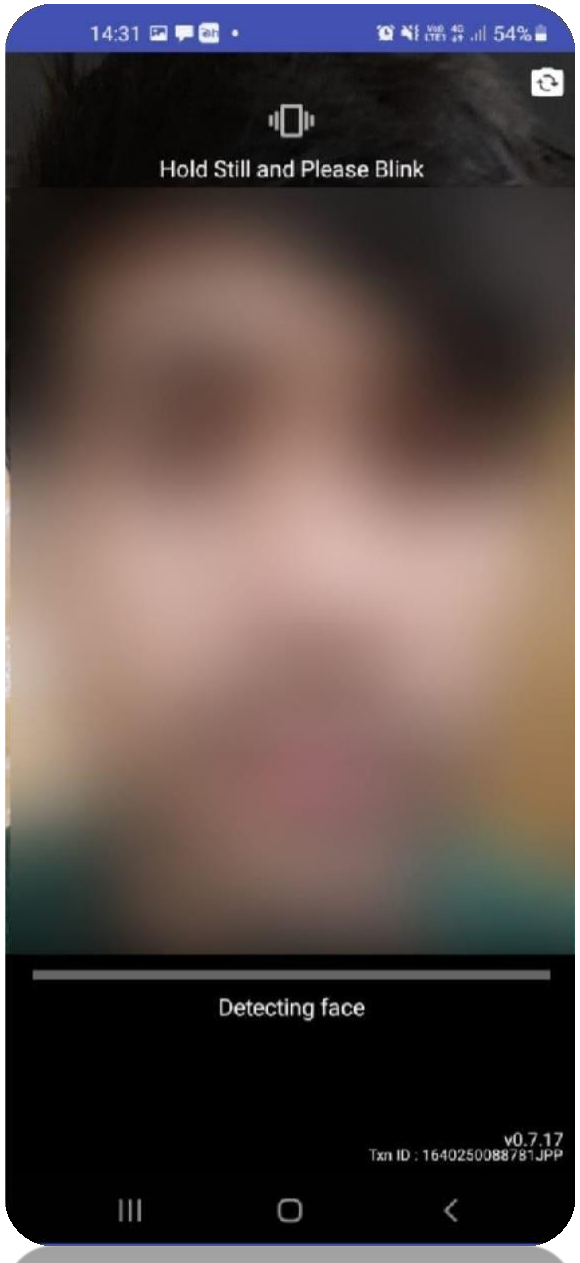
- Next a pop-up appears asking if you want to proceed with face scan.
- Click on *YES* to proceed further.

Step-3: Device Registration / Operator Identification (This is a one time process)



- The screen shows the instructions for face authentication.
- Read the instructions properly, click on the check box and then click on *Proceed*.

Step-3: Device Registration / Operator Identification (This is a one time process)



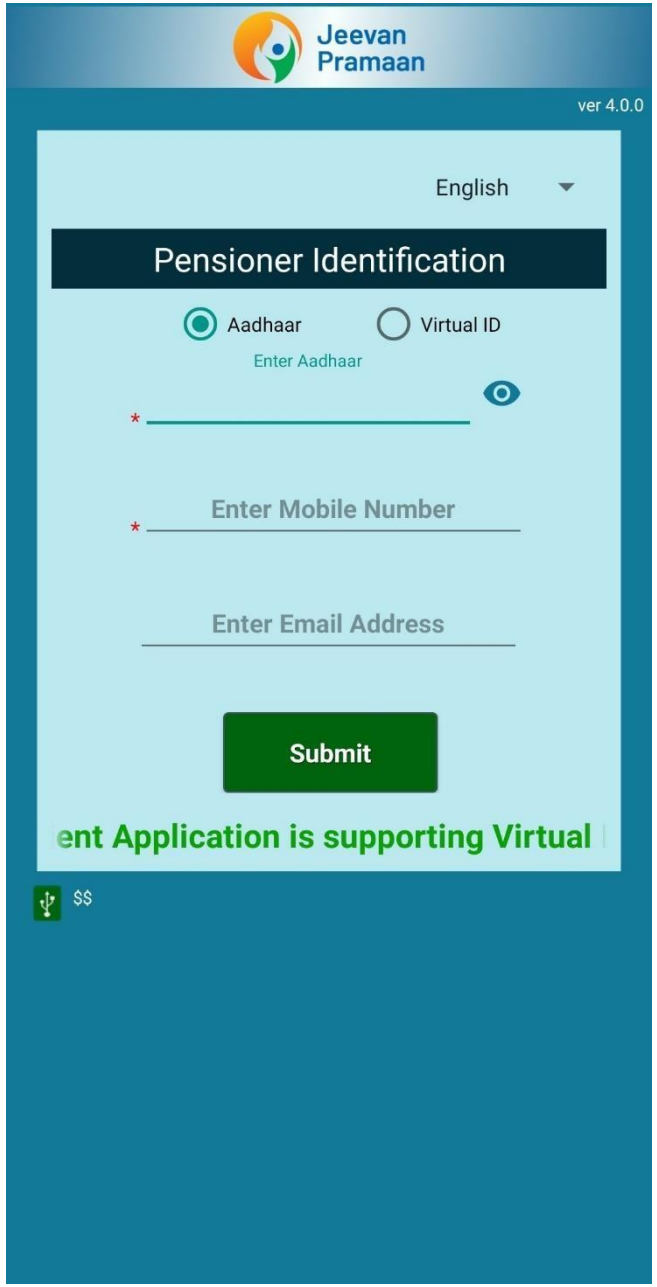
- You can use the front or rear camera to capture the face.
- The screen shows the instructions you need to follow while scanning face like hold **still and blink your eyes.**
- Follow the instructions that appear on the screen to successfully complete the face authentication process.
- In case of any issue refer to Best Practices for Aadhaar based Face Scan .

Step-3: Device Registration / Operator Identification (This is a one time process)



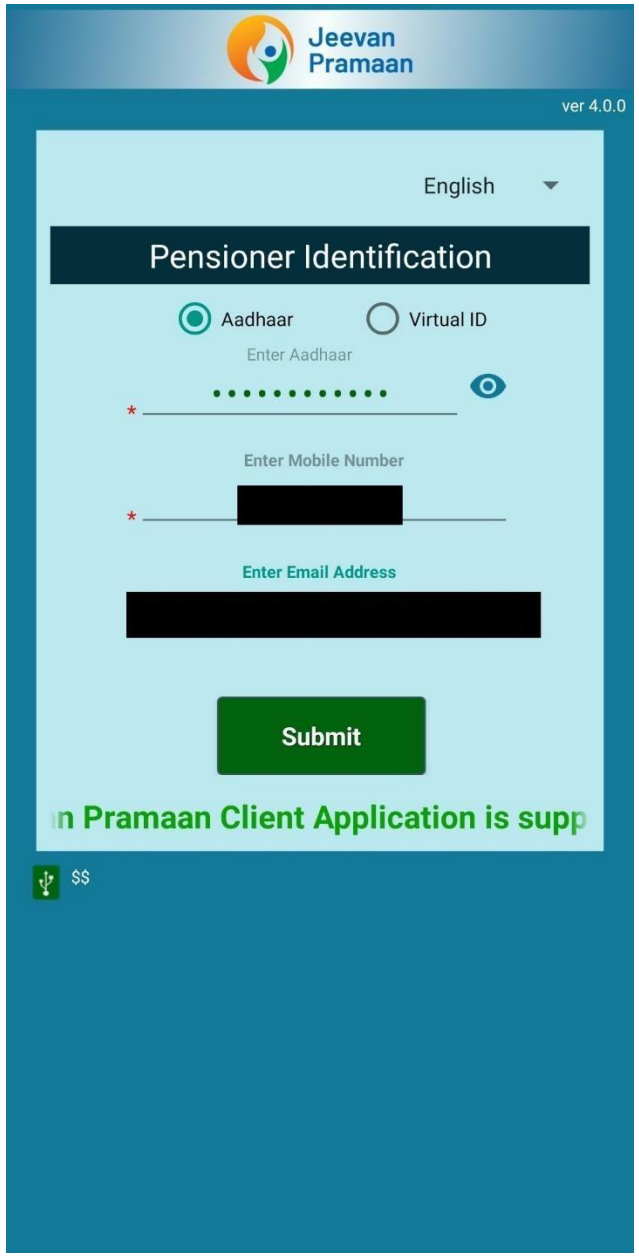
- After you have successfully authenticated yourself through face scan, the application restarts itself and the message shown as “Client Registration Successful” which states that the Operator Identificaion is successful.

Step-4: Pensioner Identification: Submission of Life Certificate



- Next the Pensioner Identification screen will open. Now whenever you run the application the Pensioner Identification screen will open.
- The pensioner should enter his/her Aadhaar number and mobile number. The email address is optional at this stage.
- Next click on the *submit* button you will receive an OTP on the entered mobile number and email (only if the user has provided email)

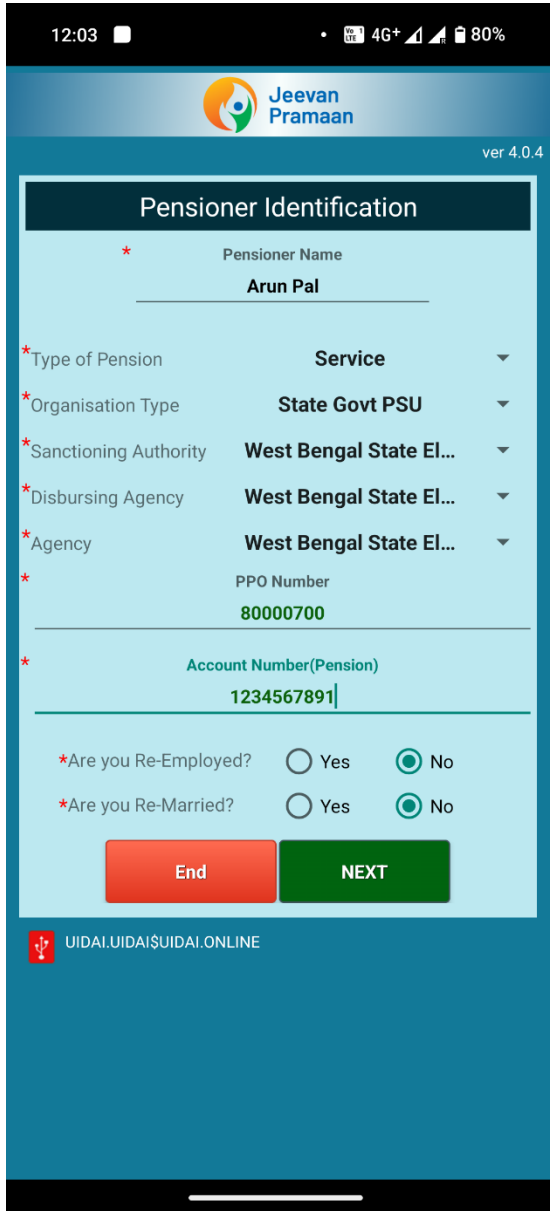
Step-4: Pensioner Identification : Submission of Life Certificate



- Enter the OTP received and click on *submit* button to proceed further.

(If OTP is not received, please click on *Resend OTP*)

Step-4: Pensioner Identification : Submission of Life Certificate



❑ After successful OTP Validation the screen shown on left appears. The screen will appear blank.

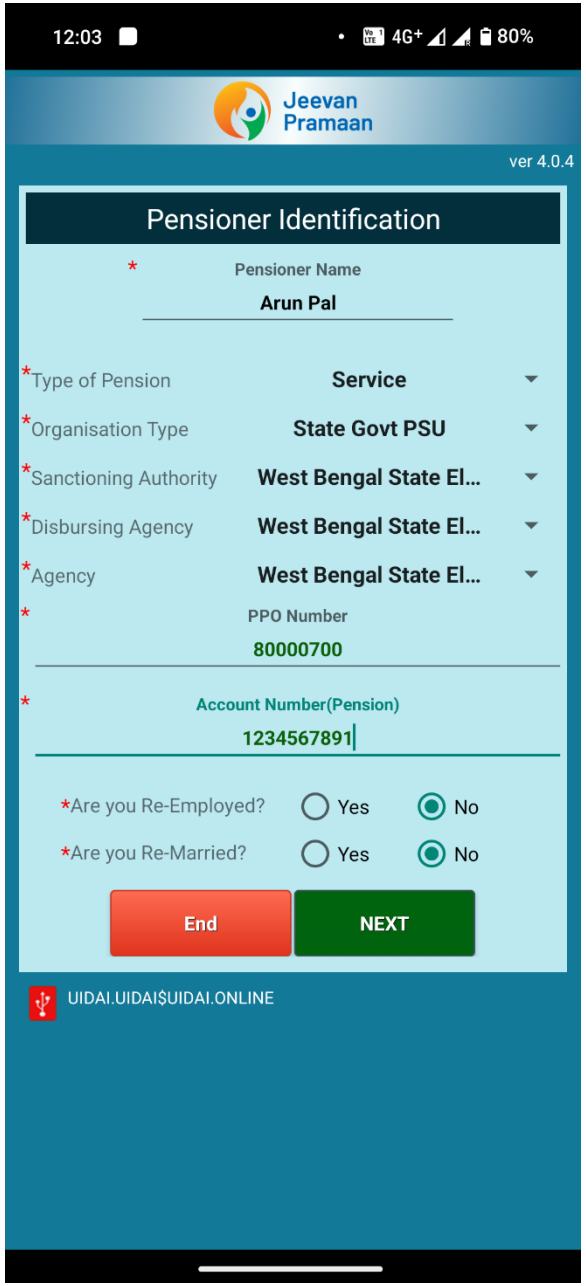
❑ Enter all the details correctly, **incorrect information will lead to rejection of submitted Digital Life Certificate(DLC) by the Pension Disbursing Agency.**

❑ Mention Name as per Aadhar.

❑ **Please note that <u>PPO No. is SAP PPO No. allocated by WBSETCL to the pensioners</u>.** (For SAP PPO no, a list has been attached at the end of the manual.)

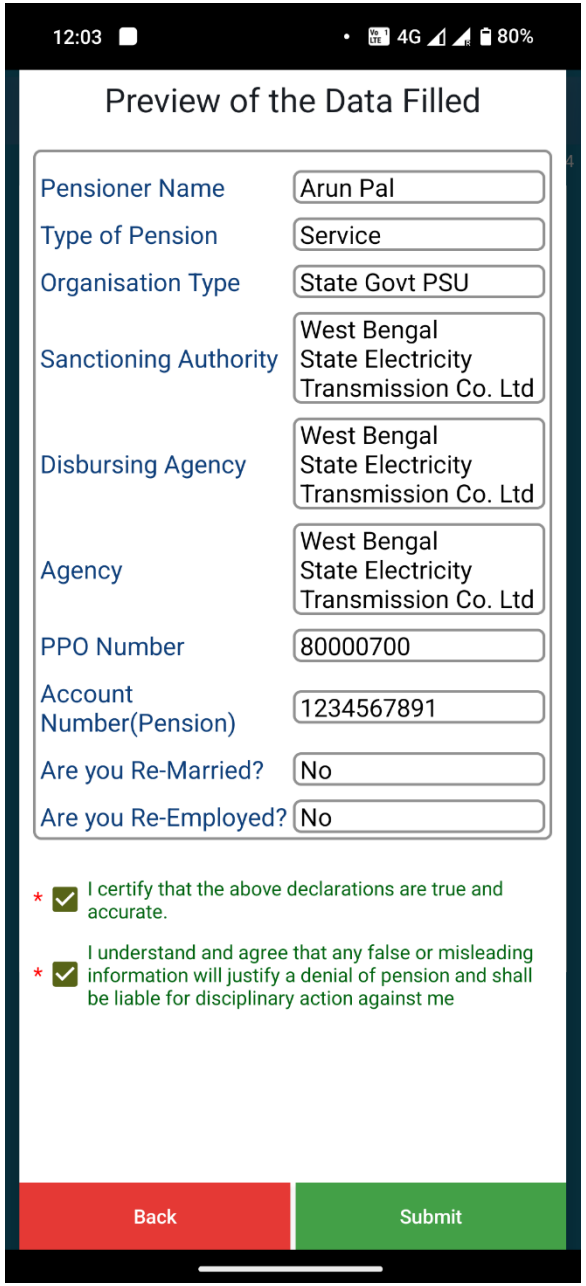
❑ Mention Bank Account No. wherein Pension gets credited.

Step-4: Pensioner Identification : Submission of Life Certificate



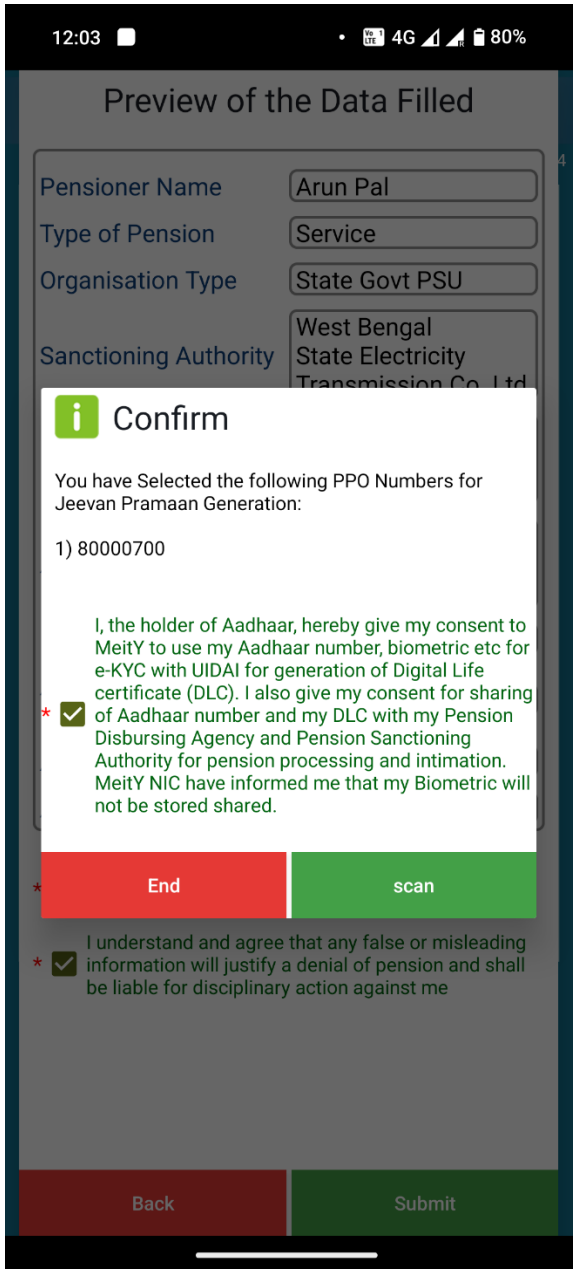
- ❑ FOR LIFE PENSIONERS, Type of Pension will be **Service.**
- ❑ FOR FAMILY PENSIONERS, Type of Pension will be **FAMILY.**
- ❑ Organization Type will be **STATE GOVT PSU**
- ❑ Sanctioning Authority/ Disbursing Agency/ Agency will be **WEST BENGAL STATE ELECTRICITY TRANSMISSION CO. LTD.**
- ❑ FOR NORMAL PENSIONERS, PPO No. 80000xxx (Eight Digit No.) .e.g G-80000700
- ❑ FOR FAMILY PENSIONERS (Conversion), PPO No. 81000xxxxx (Eight Digit No.). E.g 81000700
- ❑ FOR FAMILY PENSIONERS (Die in harness), PPO No. 82000XXX(Eight Digit No.) .e.g 82000700
- ❑ For SAP PPO no, a list has been attached at the end of the manual.

Step-4: Pensioner Authentication : Submission of Life Certificate



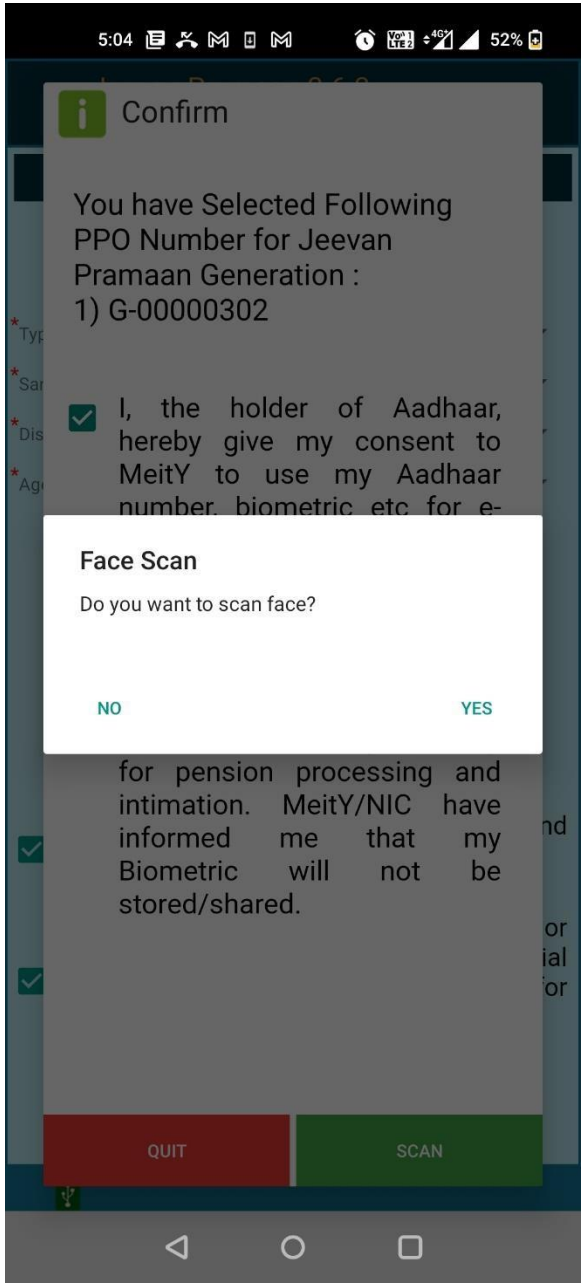
- After entering all the details tick both the *checkboxes* stating that the information entered is accurate.
- click on *Submit* button to proceed further.

Step-4: Pensioner Authentication : Submission of Life Certificate



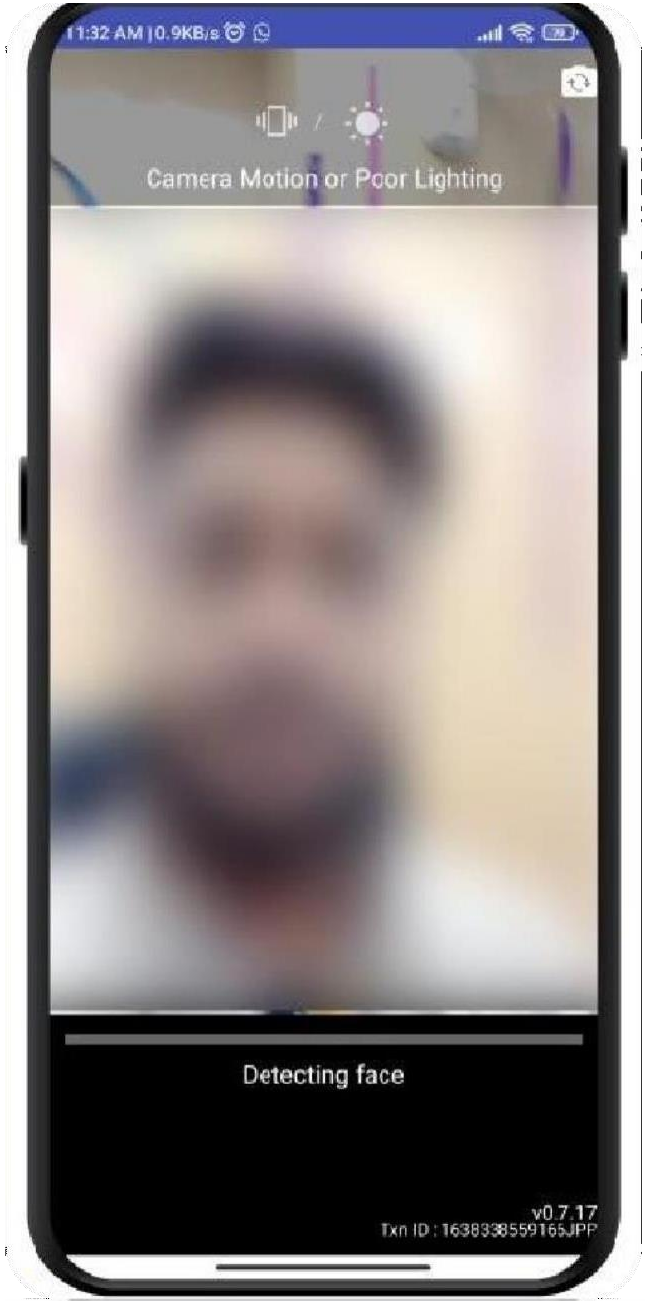
- After you click on Submit button a pop-up will appear as show in figure on the left.
- Click on *SCAN* button to proceed further.

Step-4: Pensioner Authentication : Submission of Life Certificate



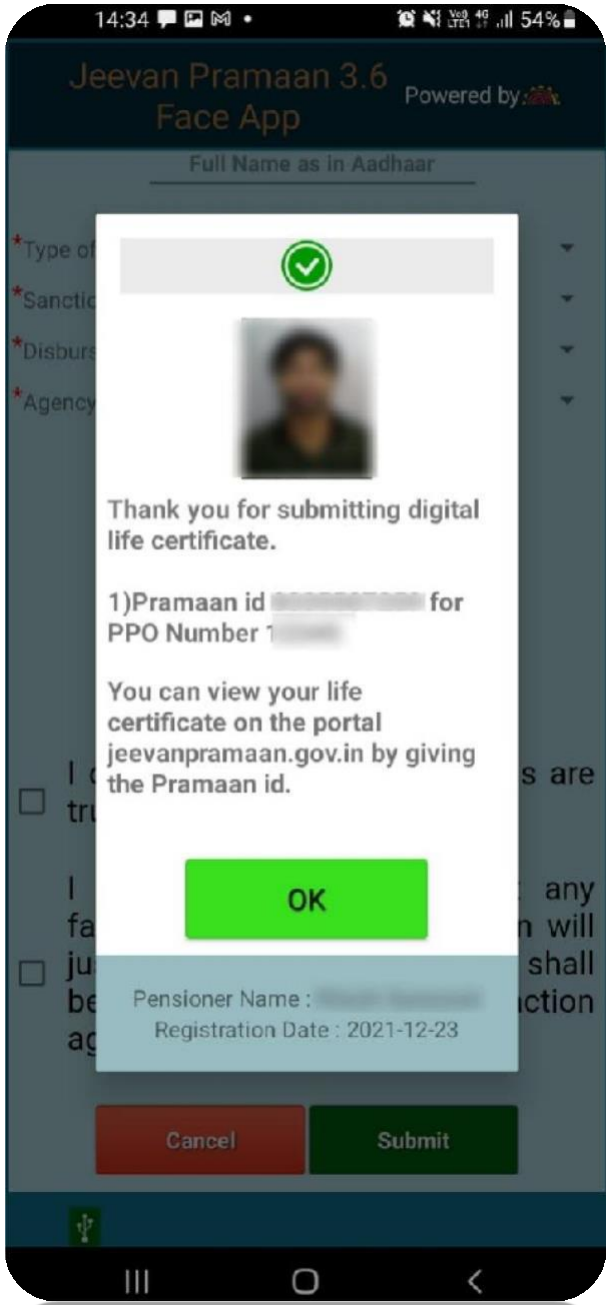
- Next, a pop-up appears asking if the pensioner wants to proceed towards Face scan
- Click on *YES* to proceed further.

Step-4: Pensioner Authentication : Submission of Life Certificate



- The screen shows the instructions you need to follow while scanning face. It shows if the lighting is poor or if camera is moving and not stable etc.
- It will show hold still and blink your eyes when the lighting is right and the camera is stable.
- Follow the instructions shown on the screen to successfully complete the face authentication process.
- In case of any issue refer to Best Practices for Aadhaar based Face Scan.

Step-4: Pensioner Authentication : Submission of Life Certificate



- Once face authentication is successful, the DLC i.e Jeevan Pramaan is successfully generated and appears on the screen as shown.
- The screen shows the Pramaan-ID for each PPO number.
- The pensioner shall also receive a SMS on the mobile number provided during pensioner-authentication, the SMS contains the Pramaan-id and the link from which the DLC can be downloaded.

Best Practices for Aadhaar based Face Scan

For proper results ensure:

1. **Position:** For capturing facial image, it is advisable that adjust the camera at the right distance or in the right posture.
2. Frontal pose needs to be captured i.e. no head rotation or tilt. The Pensioner should be instructed to be seated properly with their back upright and their face towards the camera.
3. It is strongly recommended that the face should be captured with neutral (non-smiling) expression, teeth closed, and both eyes open and looking into the camera.
4. **Illumination:** Poor illumination has a high impact on the performance of face recognition. Proper and equally distributed lighting mechanism should be used such that there are no shadows over the face, no shadows in eye sockets, No light exactly above the face, it can cause shadows. Light should be diffused and placed in front of the Pensioner so that there are no shadows under the eye.
5. **Eye Glasses:** If the person normally wears glasses, it is recommended that the photograph be taken with glasses. However, the glasses should be clear and transparent. Dark glasses /tinted glasses should be taken off before taking the photograph.