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*:-**

TELEPHONE/ FAX: (033) 2334 5879 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/Life Certificate/3914 (1-100) **Date: 23-10-24**

Distribution:-

1) The Chief Engineer, Corporate / O&M-I/ O&M-II / Projects-I / Projects-II/ Testing/ Engineering / SLDC / CPD / Procurement /EMD/ Communication, WBSETCL.
2) The General Manager (HR&A), Corporate / Training, Planning & Allied Services, WBSETCL.
3) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
4) The Company Secretary, WBSETCL.
5) The Head I.T., WBSETCL
6) The Addl. C. E., RAC /Quality Control & Inspection/ Kolkata Tr Zone / ChinsurahTr Zone / SiliguriTr Zone / MidnaporeTr Zone /BerhamporeTr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Burdwan FZO / Bankura FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone,WBSETCL.
7) The Addl. General Manager (F&A),Corporate, WBSETCL.
8) The Addl. General Manager (HR&A), Corporate, WBSETCL.
9) The Chief Medical Officer, WBSETCL
10) The Chief Security Officer, WBSETCL
11) The ChiefLand Officer, WBSETCL
12) The Addl. Genaral Manager (HR&A), Corporate Vigilance Cell, WBSETCL.
13) The Dy CE / 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 (F&A) / Director (Projects) / Director (Operations), WBSETCL

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

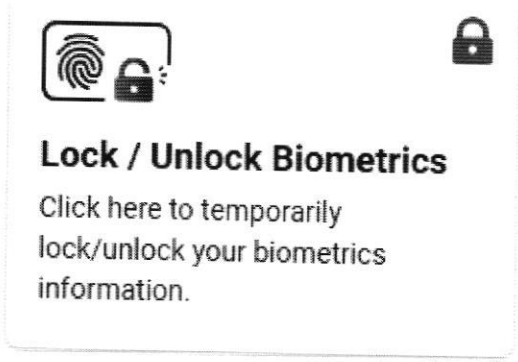
ANNEXURE –A

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