



भविष्य निधि एवं पेंशन प्रभाग, प्रधान कार्यालय
प्लॉट सं. 4, सेक्टर 10, द्वारका, नई दिल्ली- 110075
PF & PENSION DIVISION, HEAD OFFICE
PLOT NO: 4, SECTOR-10, DWARKA, NEW DELHI-110075

Date: 01/10/2025

NOTICE

**SUBMISSION OF ANNUAL LIFE CERTIFICATE OF SENIOR STAFF
PENSIONERS AGED 80 YEARS AND ABOVE**

Submission of life certificate is an annual process where pensioner has to submit his/her Life Certificate to bank to ensure continuation of his/her pension.

Annual drive of Pensioner's certificate starts from November month every year. Keeping in view, the difficulties faced by **Senior Pensioners, i.e. 80 years and above**, by standing in queue while submitting Life Certificate in November month, it has been decided by the Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare (DOPPW), GOI, vide Office Memorandum No. 1/20/2018-P&PW dated 18.07.2019, that **Senior Pensioners aged 80 years and above be allowed to submit their Life Certificate w.e.f. 1 st October every year instead of November which would be valid till 30th November of the subsequent year.**

Staff Pensioners can submit Life Certificate through any of the following channels:

1. Digital Life certificate through Face Authentication/ Biometric Authentication

Pensioners can submit Life Certificate using the Face/ Biometric authentication technology system based on UIDAI Aadhaar software whereby a Digital Life Certificate (DLC) can be generated from smart phone by capturing the live photograph/ Biometric Authentication of the pensioner for online submission on the Jeevan Pramaan mobile application.

2. Submission of Life Certificate through HRMS- PF & Pension Division Circular No. 15/2021 dated 27-12-2021

Existing Pensioners can log in to the HRMS with existing credential and can submit Life Certificate through following navigation: -

Self Service→Pension Management→Life Certificate Submission→Add a new Value

Pensioner will submit the undertaking that I am alive and will click on the submit button available at the bottom. Pension paying branch will generate list of life certificate pending for approval through following navigation:

Manager Self Service→Pension Management→Life Certificate approval→ Click on search



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3. Doorstep Banking

Doorstep Banking is available through the alliance comprising 12 Public Sectors Banks which provide “Doorstep Banking” for its customers in major cities of the country under Ease of Public Sector Banking Reforms. PSB Alliance has introduced the service for collection of Life Certificates under the umbrella of Doorstep Banking (DSB). DSB Agent will visit the doorstep of Pensioner to render the service. Service can be booked by the pensioner through any of the 3 channels i.e. Mobile App, Website or Toll-Free Number.

- Mobile App for Doorstep Banking (DSB) can be downloaded from Google Play store and Apple Store.
- Pensioners can access through Web Browser i.e. <https://www.doorsteppsba.com/doorstep/customerlogin>
- Through Contact Number: +91-8302266622

4. Submission of Life Certificate at Any Branch- PF & Pension Division Circular No. 10/2021 dated 05-10-2021

Life Certificate can be submitted physically at any Branch on the Bank's Prescribed Proforma PNB-1237 (enclosed as annexure). The receiving branch will enter the Life Certificate on the same day in HRMS and send the original Life Certificate by registered post to the pension paying branch for their record. The Navigation to enter the Life Certificate in HRMS is given below.

Manager Self Service→Pension Management→Life Certificate Updation

Further, if a pensioner is unable to appear in person at our branch to submit Life Certificate due to serious illness, incapacitation, inability to move etc. an official be deputed to obtain Life Certificate from his/her residence or hospital.

The pensioners below the age of 80 years to continue to submit their annual life certificate in month of November as per existing guidelines.

**DIVISIONAL HEAD
(SAURABH BHATIA)**