



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: 06.11.2025

**ADVISORY**

**SUBMISSION OF LIFE CERTIFICATES OF STAFF PENSIONERS (SELF/FAMILY)**

This is in continuation to PF & Pension Division Cir No. 12/2025 dated 30.10.2025 and HRMS notice (for retirees) dated 31.10.2025 vide which guidelines for submission of life certificates for staff pensioners (self/family) was circulated and details of various authorized channels only through which life certificates can be submitted, were given. These are reiterated as below: -

1. **Digital Life certificate** through Face Authentication/ Biometric Authentication (only through Jeevan Pramaan) along with SOP annexed with notice dated 31.10.2025 for face authentication. **PF number is to be mentioned in the space for PPO number,**
2. **Submission of Life Certificate through HRMS-** Refer PF & Pension Division Circular No. 15/2021 dated 27-12-2021,
3. **Doorstep Banking (DSB), and**
4. **Submission of Life Certificate at Any Branch-** Refer PF & Pension Division Circular No. 10/2021 dated 05-10-2021.

All staff pensioners are requested to **submit life certificates only through the authorized modes** outlined in the afore-mentioned circular and notice.

Particularly, pensioners are requested to **refrain from submitting Life Certificates through unauthorized/ fraudulent modes** (inclusive and not exhaustive) as such: -

- **DO NOT Download APK files from untrustworthy sources**
- **DO NOT Click on any suspicious/sponsors/advertisement links or any link for submission of life certificate as bank does not share any such link for LC submission**

**(SAURABH BHATIA)  
DIVISIONAL HEAD**