

**कार्यालय महानिदेशक लेखापरीक्षा (वित्त एवं संचार),
शामनाथ मार्ग, सिविल लाइन्स, दिल्ली- 110054**

Email- pdafincom@cag.gov.in, Telephone:- 011-233814747/4623/2666

प्रशा०-III/Orders/Circular/Vol-III/2022-23/-Part(1)/I/1201296/2025

18.11.2025

सेवा में,

1. निदेशक/उपनिदेशक,
प्रभारी वरिष्ठ लेखापरीक्षा अधिकारी,
वित्त एवं संचार लेखापरीक्षा
(सभी शाखा कार्यालय) |
2. वरिष्ठ लेखापरीक्षा अधिकारी (स्थापना अनुभाग), केंद्रीय कार्यालय |

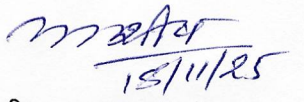
विषय : Comprehensive Guidelines for the Nation-wide Digital Life Certificate (DLC) Campaign 4.0-reg.

महोदया/महोदय,

उपरोक्त विषयक मुख्यालय कार्यालय से प्राप्त पत्र संख्या 804-स्टाफ हक-2/70-2025 दिनांक 13.11.2025 आपको सूचार्थ एवं आवश्यक कार्रवाई हेतु प्रस्तुत है |

भवदीय,

संलग्नक : यथोपरि |


वरिष्ठ लेखापरीक्षा अधिकारी (प्रशा०- III)

प्रतिलिपि : आई . एस. डब्ल्यू. अनुभाग को कार्यालय वेबसाइट में अध्यतन हेतु |

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



परिपत्र संख्या - 40-स्टाफ हक-2/2025
संख्या- 804- स्टाफ हक-2/70-2025
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE **13 NOV 2025**

सेवा में,

भारतीय लेखा तथा लेखापरीक्षा विभाग के सभी कार्यालयाध्यक्ष,
निदेशक (कार्मिक)

**विषय:- Comprehensive Guidelines for the Nation-wide Digital Life Certificate
(DLC) Campaign 4.0.**

महोदय/महोदया,

Ministry of Personnel, Public Grievances & Pensions, Department of Pension and Pensioners' Welfare, New Delhi has decided a Nationwide Digital Life Certificate (DLC) Campaign 4.0, annually from 1st to 30th November. The DLCs can be generated not only from homes but also from designated Camps organised during the Campaign, Post Offices, Common Services Centres, etc.

2. It is requested to follow the guidelines of the Ministry and disseminate the Nationwide DLC Campaign Guidelines for maximum outreach to Pensioners of IA&AD.

Encl: As above

भवदीया,

(Signature)

वरिष्ठ प्रशासन अधिकारी/हक - 2

157

F. No. 1(2)/2025-P&PW(H)-10819
Government of India
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare

3rd floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated: 30th July, 2025

OFFICE MEMORANDUM

Subject: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 4.0, November 1st to 30th, 2025

The Digital empowerment of pensioners is the stated policy objective of the Government of India. In this regard, a Nationwide Digital Life Certificate Campaign is coordinated by the Department of Pension & Pensioners' Welfare annually from the 1st to 30th November. The large scale Campaign is executed in collaboration with Public Sector Banks, India Post Payments Bank, UIDAI, MeitY, Pensioners' Welfare Associations and stake holder departments of Ministry of Defence, Ministry of Railways and Department of Posts. In the last three years, more than 4.50 crore DLCs have been generated by pensioners belonging both, to the State Governments and Central Government. The DLC Campaign 4.0 is proposed to be held in November 2025 in 2000 cities/towns across India.

2. In order to conduct this Campaign, DoPPW shall obtain the support of the following stake-holders:

- India Post Payments Bank (IPPB)
- Pension Disbursing Banks
- Pensioners' Welfare Associations
- Department of Telecommunications
- Ministry of Defence (for their own pensioners)
- Ministry of Railways (for their own pensioners)
- All Ministries/Departments
- State Governments through their Treasuries/Pension Disbursing offices
- Employees Provident Fund Organization (EPFO)
- PIB, DD & AIR (for media support)



- UIDAI & MeitY (for technical support)

3. Nation –wide DLC campaign 4.0 Features:

- There shall be a common All-India banner of the Nationwide DLC Campaign to be shared separately by DOPPW.
- DoPPW shall nominate its Nodal officers for the States. These Nodal Officers shall tie up with the Campaign Nodal officers of the different stakeholders, as given above for the respective States/UTs.
- The campaign duly executed through DLC Camps would be held at all Districts Headquarters in collaboration with IPPB and Pension Disbursing Banks. Hence, there may be a city/town which would have multiple camps either of two or more Banks or of IPPB, CGDA, M/o Railways and Banks.
- The cities have been identified and multiple locations within each city shall be identified by Banks and other stakeholders.
- Camps will be organized at the identified multiple locations in each city, shortlisted for the Campaign by the banks/CGDA/ M/o Railways/IPPB/ State Government(s).
- Each Bank shall nominate its nodal officers for each State/UT who shall coordinate with the Bank's nodal officer for each city for the Campaign. DoPPW shall coordinate with the State Nodal Officers only.
- IPPB shall nominate Nodal Officers for each district across India.
- M/o Defence, M/o Railway, D/o Telecommunications and EPFO shall appoint their own Nodal Officers, accordingly dovetailing the locations as covered by DoPPW
- UIDAI and MeitY shall also nominate Nodal officers for technical support for each State/UT.
- PIB & DD shall nominate its Nodal officers for publicity in each State/UT.
- From September, 2025, onwards wide publicity is to be carried out through social media, print media and by all stakeholders.
- The Banks associating with the Campaign will hold camps on all days of the month of November, 2025.
- IPPB/ CGDA/ M/o Railways/State Government(s) associating with the Campaign in a particular State shall hold camps on designated days of November, 2025 and communicate details of the same to DoPPW.
- MeitY will give real-time support on the progress of the Campaign.
- A Social Media group of all the Nodal officers shall be created by DOPPW for real-time sharing of information during the Campaign.

4. A separate **DLC portal** with URL <https://ipension.nic.in/dlcportal/> is available wherein details of Nodal Officers at State and City level shall be registered. All inputs related to the Campaign such as URLs of tweets and PIB notes/ press releases are to be entered in this portal. The user manual for the DLC Portal is attached for reference.

158

5. Pre-Campaign Preparation Phase (1st August – 31st October, 2025)

- Nomination of Nodal officers by DoPPW, all Banks, IPPB, Defence, Railways, State Governments, EPFO, UIDAI, MeitY, PIB and DD.
- State-wise meetings of all the stake-holders for the identified cities/towns with DoPPW officials.
- Training of Nodal officers & Training of trainers by DoPPW/ UIDAI/ MeitY for submission of DLC through Face Authentication and use of DLC Portal.

5. (a) There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October also to ensure continuity of their pension. The Banks should ensure equipping their branches to provide DLC related service to the super senior pensioners from 1st to 31st October, 2025 also.

6. Campaign Period activities (1st November – 30th November, 2025)

- Launch of Nationwide DLC Campaign 4.0.
- DLC camps in identified cities/towns as per schedule. In all other places, Banks/ IPPB/ CGDA/ M/o Railways/State Government(s) shall keep the facility open.
- Daily updation of data centrally by MeitY of the progress of the Campaign on the DLC Portal.
- Release of PIB statements and tweets for every city by respective nodal officers. This shall be monitored by the DoPPW official in-charge of that particular State/UT. The links of PIB, tweets as well as DD coverage will be shared by the Nodal officers on the portal/social media group.
- Release of Nationwide DLC campaign booklet and film by DOPPW.

7. **The Role of Ministries/Departments/Banks and State Governments are at Annex. 1. The SOP regarding Face Authentication technique is at Annex. 2. User Manual for DLC Portal is at Annex. 3.**

8. Media Plan

- All awareness material on DLC / Face Authentication will be available on the DOPPW portal. Nodal officers can use that material for widespread awareness.
- DoPPW will release 2 print advertisements covering whole country for awareness about DLC/ Face authentication giving details of National campaign on 15th September and 15th October, 2025.
- DoPPW shall send SMS to the Central Government Civil Pensioners whose mobile numbers are available in DoPPW database in the month of October & November, 2025.

- 157 48
- Banks/ IPPB will conduct an awareness campaign in the identified cities in local languages in local newspapers in advance so that pensioners participate in these camps.
 - DD/AIR coverage of each camp-site in all cities.
 - September 2025 onwards, twitter series will be launched covering DLC/Face authentication SOP, info graphics, short videos, success stories of DLC campaign 2025 for widespread awareness about DLC.
 - Release of DLC campaign booklet at the end of campaign.

9. For overall coordination, following DoPPW officers have been nominated:

S. No.	Name	Role	Contact details	Email ID
1.	Sh. Ravikiran Ubale, Director	Campaign Coordinator	011-24650580, 7710078925	ubalera@cag.gov.in
2.	Sh. Subhash Chander, US	Min/Dept Coordination	011-24644631, 9810698336	subhash.chander123@nic.in
3.	Ms. Ramanjit Kaur, Sr. Consultant	Bank/PWA/DLC Portal coordinator	011-24644631, 9643318767	ramanjit.kaur61@govcontractor.in

10. The above comprehensive guidelines for Nationwide Digital Life Certificate Campaign 4.0, to be held from 1st to 30th November, 2025, are being issued to ensure use of DLC by all pensioners across India. All Stakeholders are requested to adhere to roles assigned.


Appended:

1. The Role of Ministries/Departments/Banks and State Governments
2. SOP
3. User Manual for DLC Portal



(V. Srinivas)

Secretary to Government of India

- 
1. All Secretaries to Government of India / Chairman, Railway Board
 2. All Chief Secretaries to State Governments
 3. Secretary, Department of Telecommunications
 4. Secretary, D/o Posts, Ministry of Communications
 5. Director General, DD News
 6. Director General, AIR
 7. CGCA, D/o Telecommunications
 8. Controller General of Defence Accounts
 9. CEO, UIDAI
 10. MD & CEO, India Post Payments bank
 11. CC, Central Pension Accounting Office
 12. Central Provident Fund Commissioner, EPFO
 13. CMDs of all Pension Disbursing Banks

Copy for information:

1. Joint Secretary PMO (Shri C. Sridhar)
2. Private Secretary to MOS (PP)
3. Joint Secretary, Cabinet Secretariat (Smt. Kavita Singh)

The Role of Ministries/Departments/Banks and State Governments

1. Role of Department of Pension & Pensioners' Welfare

- Issue guidelines to all stake-holders containing details of the campaign.
- Prepare and circulate common All-India banner of the Nationwide DLC Campaign 4.0 to all stake holders.
- Nomination of Nodal Officers for each State/UT.
- Visit of DoPPW nominated officials to different locations to monitor & inspect the camps.
- Coordinate meetings with all stake-holders in different States/UTs.
- Monitoring of the campaign and uploading details of Nodal Officers, cities and locations of camps on DLC Portal.
- Creation of a social media group comprising all the nodal officers for posting of pictures of different site locations and number of tweets.
- Training of different stake-holders along with MeitY & UIDAI officials in Face Authentication and DLC methods.
- Conduct an awareness drive at the appropriate time through newspapers, television, FM radio, Social media, SMS messages, Short films, regarding the DLC campaign and Doordarshan (Prasar Bharati).

2. Role of Pension Disbursing Banks

- A nodal officer, not below the rank of Chief General Manager/General Manager, to be nominated for the Nation-wide DLC Campaign by each Bank.
- State/ UT wise sub-nodal officers, not below the rank of AGM, to be nominated for each State/ UT where bank has been identified as lead bank.
- Shortlist multiple branches in the concerned cities for holding the Campaign.

- Conduct an awareness drive of the Nationwide DLC Campaign using the uniform common Banner at their locations and publicize the event through social media, SMS to Pensioners and other means such as posters at Digihuts, ATMs and prominent branches.
- Dedicated staff at all branches (even though not part of DLC Campaign selected cities/locations) should be equipped with an Android phone/iOS phone to use this technology when pensioners visit the branch for submission of DLC certificate.
- Efforts may be made to encourage pensioners to download Face Authentication apps in their mobile to enable them to learn the technology.
- Coordinate with the designated DoPPW, UIDAI, MeitY, PIB & DD Officials for the event as well as the identified Pensioners' Welfare Associations in their jurisdiction.
- Conduct a daily exercise to ensure that all DLCs submitted have been processed and confirmation SMS sent to the Pensioner.
- Inspect software prior to the campaign for auto-consumption of the DLC reaching their servers through UIDAI.
- Inspect software for enabling LC through Video KYC method.
- Women and sick pensioners should be given highest priority apart from super-aged pensioners (80 years and above).
- Prepare an exception check-list of the pensioners in the select cities who have not given LC by November 15, 2025 and send reminder SMS.
- Prepare for providing doorstep DLC facility to those Pensioners who are unable to visit centers due to age/infirmity.
- Submission of Life Certificate in digital form should be continuously encouraged. However, no pensioner wanting to give a physical LC should be refused.

- Banks should generate DLCs for all pensioners visiting the branch, irrespective of the Pension Account holding Bank/ Branch/ PDA of the pensioner.
- Position grievance officers in the Regional offices and also provide a helpline for the Pensioners who face issues in giving DLCs.
- Media coverage should be given to each event and media reports to be shared with DoPPW. Short videos of 30 seconds may be taken of pensioners above age of 90 years generating their DLC.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Aadhar seeding/ linking with e-KYC confirmation and other similar services should be provided for pensioners.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, as deemed fit.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

3. Role of Pensioners' Welfare Associations

- PWAs to nominate officials to make home/hospital visits for Pensioners who are unable to move to Campaign locations.
- Conduct a rigorous awareness drive of the Campaign among all their members as well as apprise their RWAs (Resident Welfare Associations) regarding the Campaign and the Face Authentication methodology for generating LC.
- Coordinate with the local Bank/ Defence (SPARSH)/ Railways/ State Treasuries/ Post offices / PIB officials for conducting a seamless DLC Nationwide campaign.
- Mobilize pensioners to visit the camps.
- Inform the concerned DoPPW official of the State about any local issues being faced by the Pensioners in giving DLC.

- 149
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
 - Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

4. Role of Department of Posts/India Post Payments Bank (IPPB)

- Department of Posts in collaboration with India Post Payments Bank (IPPB) will hold camps in all the identified Districts/ Sub Divisions across India.
- Details of the camps may be shared with DoPPW.
- A Nodal officer may be nominated, for coordination at central level and state level.
- Nodal officers to be nominated for all Districts/ Sub Divisions.
- Details of the nodal officers to be communicated to DoPPW for plotting on DLC Portal.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media, SMS.
- Short videos of 30 seconds may be taken of pensioners above age of 90 years generating their DLC.
- Pictures and success stories of DLC generation to be sent to DoPPW on the mail ID doppw-dlc@gov.in
- Training of all Nodal officers on DLC through Biometric, with special emphasis on Face Authentication.
- Position grievance officers in the centers and also provide a helpline for the Pensioners who face issues in giving DLCs.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, as deemed fit.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

148 42

5. Role of Ministry of Defence (SPARSH)

- A Nodal officer may be nominated, not below the rank of Joint CGDA for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Command, not below the rank of Dy. CDA, where the camp is being held for SPARSH pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media, SMS and Sainik Welfare Boards.
- A dedicated person should be equipped with an Android phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, as deemed fit.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Gear up SPARSH centers for the Campaign and encourage Face Authentication technology for DLC in SPARSH.
- Advise Zila Sainik Welfare Boards to conduct the Campaign in their area of operation in the select cities.
- Advise identified Pensioners' Associations to help Defence Pensioners to give DLC.
- Organize home visits for those Defence Pensioners who are unable to visit the centers.
- Position grievance officers in all the centers and also provide a helpline for the Defence Pensioners who face issues in giving DLCs.
- Review the DLC position on November 15, 2025 and send reminder SMS to those Defence Pensioners who have not yet given LCs.

- 147
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
 - Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
 - Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

6. Role of Ministry of Railways

- A Nodal officer may be nominated, not below the rank of Joint Secretary for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Zonal Office, not below the rank of Director/Deputy Secretary where the camp is being held for their pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- Dedicated persons should be equipped with an Android phone/iOS phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), as deemed fit.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Advise identified Pensioners' Associations to help Railway Pensioners to give DLC.
- Organize home visits for those Railway Pensioners who are unable to visit the centers.
- Position grievance officers in all the centers and also provide a helpline for the Pensioners who face issues in giving LCs.

- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

7. Role of Ministries/Departments

- All Ministries/Departments are requested to disseminate the Nationwide DLC Campaign guidelines for maximum outreach to Pensioners of the respective Ministries/Departments.

8. Role of State Governments

- A senior officer dealing with pension may be nominated as Nodal officer by the State government for coordination at central level.
- Sub-Nodal officers to be nominated for each District Treasury/ Pension Disbursing office, where the camp is being held for their pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- A dedicated person should be equipped with an Android phone/iOS phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), as deemed fit.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Advise identified Pensioners' Associations to help State Government pensioners to give DLC.

- 145
- Organize home visits for those State Government pensioners who are unable to visit the centers.
 - Position grievance officers in all the District Treasuries/ Pension Disbursing offices and also provide a helpline number for the Pensioners who face issues in giving DLCs.
 - Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
 - Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
 - Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

9. Role of EPFO

- A Nodal officer may be nominated, not below the rank of Joint Secretary for coordination at central level.
- Sub-Nodal officers, not below the rank of Director/Deputy Secretary, to be nominated for each EPFO office, where the camp is being held for their pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- Dedicated persons should be equipped with an Android phone/iOS phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Organize home visits for those pensioners who are unable to visit the centers.
- Position grievance officers and also provide a helpline number for the Pensioners who face issues in giving DLCs.

- 144 38
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
 - Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
 - Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

10. Role of UIDAI

- A Nodal officer may be nominated for month long campaign.
- Nominate Nodal officers State-wise who shall be providing technical support in the select cities and centres on phone and physically, where ever possible.
- Set-up helplines for giving technical support wherever issues are faced in DLC.
- Ensure a robust software for seamless conduct of the Nationwide DLC Campaign 4.0.
- Arrange Aadhaar updation Camps at the Campaign Centres wherever possible to additionally help Pensioners in updating their Aadhaar details.
- Coordinate with the DoPPW officials incharge of the Campaign in the region.

11. Role of Jeevan Pramaan Team, MeitY

- Nominate a nodal officer for coordinating with DoPPW Officials for providing necessary MIS/data as required with respect to the Nationwide DLC Campaign 4.0.
- Nominate nodal officers for providing technical support on phone in case of any technical glitches faced on the Jeevan Pramaan App.
- Ensure a robust working Jeevan Pramaan App during the Campaign period devoid of any bugs.
- Coordinate with the DoPPW officials incharge of the Campaign in the region.

- 147
- Facilitate DOPPW for the seamless transfer of Jeevan Pramaan data for further planning and success of the Campaign.

12. Role of PIB /DD /AIR

1. Nominate Nodal Officers not below the rank of Dir/DS to coordinate with the concerned DoPPW official.
2. Deploy DD teams at campaign sites for detailed coverage.



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



One of the best practices in digital innovation
launched by Department of Pension & Pensioners'
Welfare.



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



DOPPW, in collaboration with UIDAI & MeitY, has launched Face Authentication technology for submission of Digital Life Certificate for enhancing “Ease of Living” of Central Govt. Pensioners’.



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



PLC through Face Authentication Technology is based
on Aadhaar using Android/iOS mobile.

14034



Government of India
**DEPARTMENT OF PENSION & PENSIONERS'
WELFARE**

**Process of submitting Life Certificate through
"FACE AUTHENTICATION"**



STEP - 1

In this step, the pensioner/family pensioner needs to go to the Google Play Store/App store and search for "Aadhaar Face RD (Early Access) Application" by UIDAI (Unique Identification Authority of India) with latest Version.

179

138/23



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



STEP - 2

After successfully installing the Aadhaar Face RD App on the device, it will appear in the Settings under App Manager or App Info. This application is used for the background process of the Jeevan Pramaan Application, so it is mandatory to install it.



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



STEP - 3

Once the Aadhaar Face RD App is installed on your Android/iOS device, the pensioner/family pensioner needs to download another application called "Jeevan Pramaan" from the Google Play Store/App store.

177



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE
STEP-4

After successfully installing both applications, the pensioner/family pensioner should open the "Jeevan Pramaan" application. They will be taken to the "Operator Authentication" screen where they have to provide their personal details as follows:

1. Click on the Aadhaar checkbox.
2. Enter the Aadhaar Number.
3. Enter the Mobile Number.
4. Enter the Email Address.
5. Click on the Submit Button.

***Please ensure that all the information provided is correct as per the records.**

***A pensioner/family pensioner/any other person on behalf of pensioner/family pensioner can be an Operator to generate DLC.**

***All the sections marked with an asterisk (*) are mandatory to fill.**



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



2:18 PM | 1.7MB/s

Jeevan Pramaan

English

Operator Authentication

☒ Aadhaar ☐ Virtual ID

Mobile Number

4269 *****

Mobile Number

987 *****

Email Address

*****@gmail.com

Enter OTP

40579c585b391287

Resend OTP Submit

Pramaan Client Application

STEP - 5

After providing all the information, the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) needs to submit the OTP (One Time Password) sent to their respective mobile number and email address.

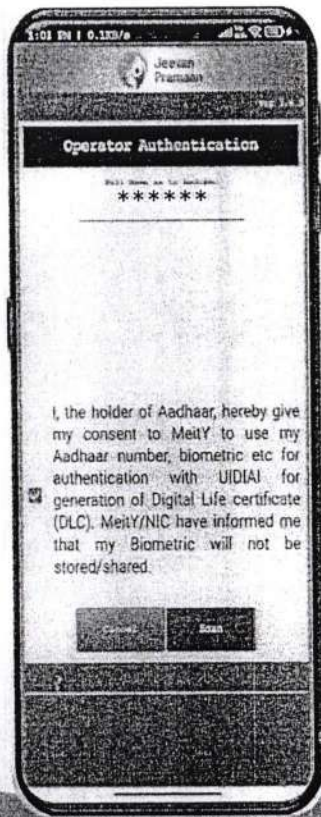


Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



STEP - 6

After submitting the OTP, the Jeevan Pramaan App will take the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) to a screen where they have to provide their Name as per Aadhaar. They should click on the checkbox and then click on Scan. The app will request permission for Face Scan, and the pensioner/family pensioner should press "Yes" to continue the process.

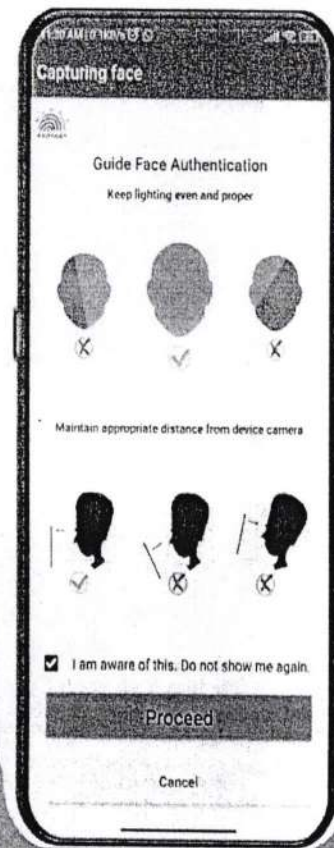


157

28

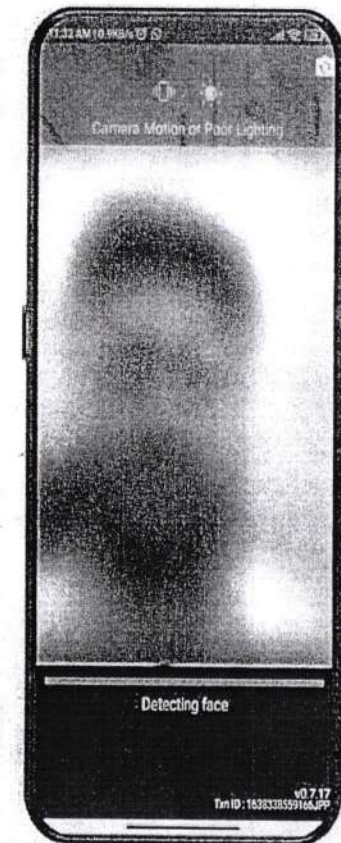


Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



STEP - 7

Before the scan, the app will display instructions and guidelines for the face scan. The pensioner/family pensioner should read them carefully. Afterward, they need to click on the "I am aware of this" checkbox to continue and press proceed. The app will capture their face.



31



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



STEP-8

Note:-

1. The operator authentication is a one time process.
2. Pensioner can also be the Operator.
3. After operator authentication, a screen will open for pensioner authentication.
4. One operator can generate DLC of multiple Pensioners.

137
26



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
STEP-9 WELFARE



After Operator Authentication a screen opens for Pensioner Authentication (Image-1) where they have to provide their personal details as follows:

1. Click the checkbox of Aadhaar.
2. Enter Aadhaar Number.
3. Enter Mobile Number.
4. Enter Email Address (Not Mandatory).
5. Click on the 'Submit' button.
6. On clicking submit button, an option appears on screen 'Enter OTP' (Image-2)
7. Enter OTP and click Submit button

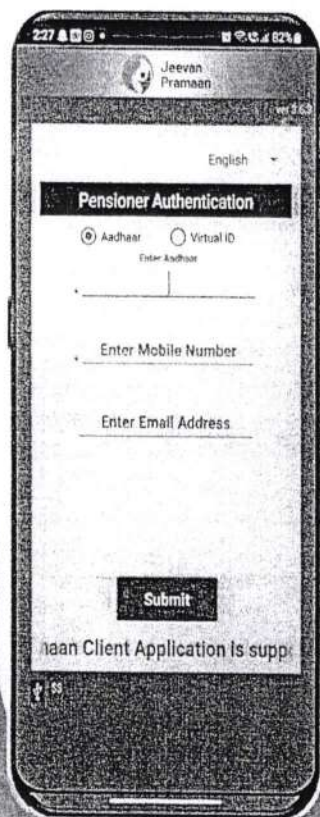


Image-1

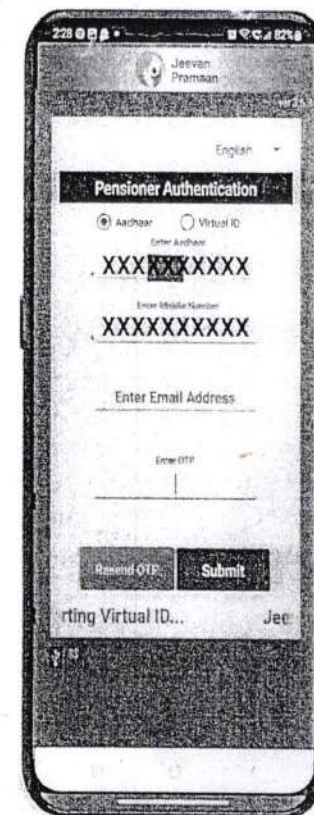


Image-2



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



Image-1

STEP-10

After submission of OTP a screen will appear (Image-1) where the following information is to be provided:

1. Full Name as per Aadhaar
2. Type of Pension
3. Sanctioning Authority
4. Disbursing Agency
5. PPO Number
6. Account Number (pension)
7. Click on the declarations
8. Click on Submit button
9. A permission to Confirm will appear on the screen as per Image-2

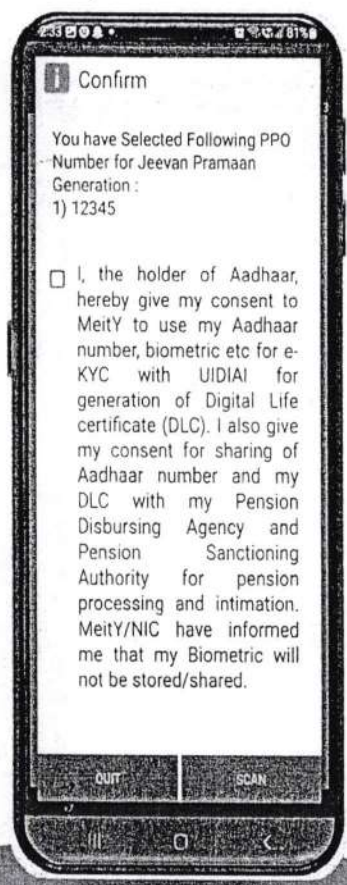


Image-2

130



Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE

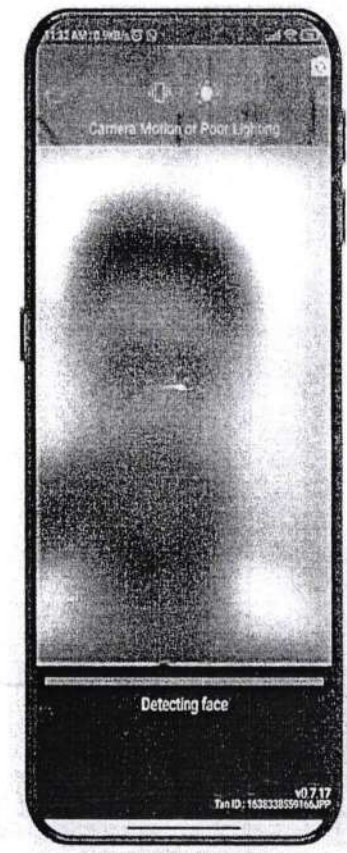


STEP - 11

A screen will appear for providing consent and permission for scan .

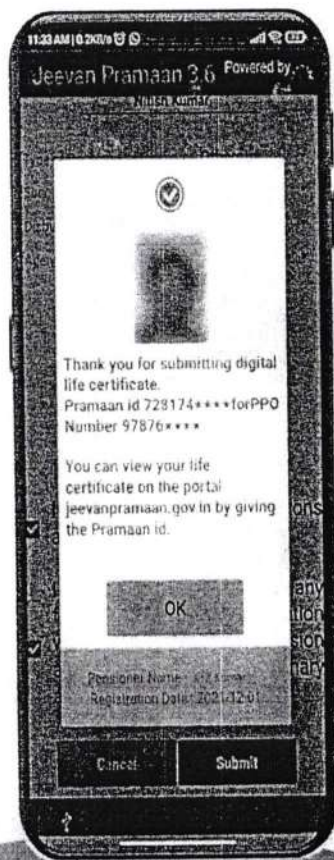
Click on scan.

The process for scanning face will begin.





Government of India
DEPARTMENT OF PENSION & PENSIONERS'
WELFARE



- After face scanning DLC submission appears on the mobile screen along with the Pramaan ID and PPO number.

- For downloading certificate visit:
<https://jeevanpramaan.gov.in/> → Pensioner Login/
Sign in → Enter Jeevan Pramaan ID

*For queries mail us at doppw-dlc@gov.in

*Follow us Facebook and Twitter

f @facebook.com/DoPPW. X @twitter.com/DOPPW_India
India

*DLC documentary

<https://www.youtube.com/watch?v=YYYwcyOTNjk&t=148s>

128
22



Issued in Public Interest

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

DEPARTMENT OF PENSION & PENSIONERS' WELFARE

171



DLC Campaign Portal

User Manual

Last Updated: Monday, July 31, 2023

NIC एन आइ सी
National
Informatics
Centre

126
20

TABLE OF CONTENTS

	<u>Page #</u>
1. How to Access.....	3
2. How to Login.....	5
3. Intimation of Camp Details	7
4. Updation/Editing of Existing Camp Details.....	12

421

How to Access "DLC Campaign Portal"



URL: - <https://ipension.nic.in/dlcportal/>

12/9/18


"DLC Campaign Portal" Home Page

➤ Home Page:-

भारत सरकार
GOVERNMENT OF INDIA
पेंशन और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare
सत्यमेव जयते

75
Azadi Ka
Amrit Mahotsav

DLC Campaign Portal



Sign In

Username *
Enter mobile number or email address

OTP *
Enter otp **Get OTP**

Security Code *
Enter security code

3LSRXF

Continue

PENSIONER'S LIFE CERTIFICATE VERIFICATION

Face Verification **Contactless**
Liveness Detection **Presentless**

Login in "DLC Campaign Portal" by User

- The user can login by using Mobile Number or Email-ID.

GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances and Pensions

पेंशन और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare

सत्यमेव जयते

DLC Campaign Portal

Sign In

Enter Mobile Number or Email-ID.

Username *

OTP *

Security Code *

3tSRXF

Click on 'Get OTP' button

Enter OTP

Continue

PENSIONER'S LIFE CERTIFICATE VERIFICATION

Face Verification

Liveness Detection

Contactless

Presentless

GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances and Pensions

पेंशन और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare

सत्यमेव जयते

DLC Campaign Portal

Sign In

Enter Security Code

Click to reset the security code

Username *

OTP *

Security Code *

3tSRXF

Click on 'Continue' button

Continue

PENSIONER'S LIFE CERTIFICATE VERIFICATION

Face Verification

Liveness Detection

Contactless

Presentless

123
10

Steps to Login

- Enter your registered mobile number or email-id.
- Click on 'Get OTP' button to get the OTP on your registered mobile number or email-id.
- Enter the OTP which you have got on your registered mobile number or email-id.
- Enter the Security Code/Captcha.
- Click on 'Continue' button.

DLC Camp Details

- After logging in, the user will be redirected to DLC Camp Details. Here, the user needs to fill the details about DLC Camp.

The screenshot shows the 'DLC Camp Detail' form within the 'Department of Pension & Pensioners' Welfare' portal. The form includes the following fields:

- Date ***: A date picker with the text 'Please select date'.
- State ***: A dropdown menu with the text 'Select State'.
- City ***: A dropdown menu with the text 'Select City'.
- Location(s) ***: A text input field with the text 'Please enter location'.
- PIB Note URL**: A text input field with the text 'Please enter PIB Note URL'.
- Tweet URL**: A text input field with the text 'Please enter Tweet URL'.
- Whether Photograph(s) Sent Through Email ***: A dropdown menu with the text 'Select'.
- Remarks**: A text input field with the text 'Please enter remarks'.

At the bottom of the form, there are two buttons: 'Save' and 'Reset'.

- The user can select date from the calendar.

This screenshot is similar to the previous one, but with a calendar open for the 'Date' field. A callout box with the text 'Select Date from calendar' points to the calendar. The calendar displays the month of July 2023, with dates from 1 to 31. The current date, July 28, 2023, is highlighted. The rest of the form and its fields are identical to the previous screenshot.

122
14

- The user can select the state from dropdown list.

The screenshot shows the 'DLC Camp Detail' form in the 'Department of Pension & Pensioners' Welfare' portal. The 'State' dropdown menu is open, displaying a list of Indian states. A callout box points to the dropdown with the text 'Select State from dropdown List'.

Form Fields:

- Date *
Please select date
- Location(s) *
Please enter location
- PIB Note URL
Please enter PIB Note URL
- Remarks
Please enter remarks
- State *
--Select State--
ANDAMAN & NICOBAR
ANDHRA PRADESH
ARUNACHAL PRADESH
ASSAM
BIHAR
CHANDIGARH
DADRA & NAGAR HAVELI
DAHMAN & DIU
DELHI
GOA
GUJARAT
HARYANA
HIMACHAL PRADESH
JAMMU & KASHMIR
KARNATAKA
KERALA
MADHYA PRADESH
MAHARASHTRA
- City *
--Select City--
- Whether Photograph(s) Sent Through Email *
--Select--

Buttons: Save, Reset

- The user can select a city from the city dropdown list, the dropdown list for the city will be populated after selecting the state from the state dropdown list.

The screenshot shows the 'DLC Camp Detail' form with 'UTTAR PRADESH' selected in the 'State' dropdown. The 'City' dropdown menu is open, displaying a list of cities. A callout box points to the dropdown with the text 'Select City from dropdown list'.

Form Fields:

- Date *
Please select date
- Location(s) *
Please enter location
- PIB Note URL
Please enter PIB Note URL
- Remarks
Please enter remarks
- State *
UTTAR PRADESH
- City *
--Select City--
--Select City--
Kanpur
Meerut
Noida
Aligarh
Barabanki
Lucknow
- Whether Photograph(s) Sent Through Email *
--Select--

Buttons: Add, Save, Reset

GOVERNMENT OF INDIA
Ministry of Personnel, Public Relations and Pension
पension और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare

Welcome Test User

DLC Camp Detail

1. Enter Location

Date *

Please select date

Location(s) *

Text Location

PIB Note URL

Please enter PIB Note URL

Remarks

Please enter remarks

2. Click on 'Add' button

State *

UTTAR PRADESH

City *

--Select City--

Whether Photograph(s) Sent Through Email *

--Select--

Save Reset

- Click on the **Edit** button to edit the saved location.
- Click on the **Update** button to save the location.
- Click on the **Cancel** button to cancel.
- Click on the **Delete** button to delete the location.

GOVERNMENT OF INDIA
Ministry of Personnel, Public Relations and Pension
पension और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare

Welcome Test User

DLC Camp Detail

Click to Edit the location

Date *

Please select date

Location(s) *

S.No. Location Action

1 Test Location

2 Test Location-2

Please enter location

PIB Note URL

Please enter PIB Note URL

Remarks

Please enter remarks

Click to Delete the location

State *

--Select State--

City *

--Select City--

Click to Cancel

Whether Photograph(s) Sent Through Email *

--Select--

Click to Update the location

Save Reset

- If any PIB Note URL has been issued, enter the URL in the PIB Note URL field.
- If any Tweet URL has been issued, enter the URL in the Tweet URL field.


The screenshot shows the 'DLC Camp Detail' form on the Department of Pension & Pensioners' Welfare website. The form includes fields for Date, Location(s), PIB Note URL, Remarks, State, Tweet URL, City, and Whether Photograph(s) Sent Through Email. Annotations with arrows point to the 'PIB Note URL' and 'Tweet URL' fields, with labels 'Enter PIB Note URL' and 'Enter Tweet URL' respectively. A 'Save' button is visible at the bottom left.

- If you have sent the photograph(s) of DLC Camp through email on doppw-dlc@gov.in, then select **Yes** from the dropdown otherwise, select **No**.
- If you have any query regarding DLC Camp, then enter your query in **Remarks** field up to 500 characters.
- Click on the **Save** button to save the details.

This screenshot shows the same 'DLC Camp Detail' form with additional annotations. An arrow points to the 'Save' button with the label 'Click on \'Save\' button'. Another arrow points to the 'Whether Photograph(s) Sent Through Email' dropdown menu, which is open and shows 'Yes' and 'No' options, with a label 'Please select whether Photograph(s) of DLC Camp has been sent or not.' A third arrow points to the 'Reset' button with the label 'Click on \'Reset\' button'. The 'State' dropdown is set to 'UTTAR PRADESH'.

The user can see saved DLC camp details in the list, if the user wants to edit the DLC Camp Details, then click on the **Edit** button.

GOVERNMENT OF INDIA
GOVERNMENT OF INDIA
पेंशन और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare

Welcome Test User 

Please enter PIB Note URL Please enter Tweet URL --Select--

Remarks
Please enter remarks

S.No.	Date	State	City	PIB Note URL	Tweet URL	Location(s)	Photos Sent	Action
1	25/07/2023	UTTAR PRADESH	Barabanki	https://pib.gov.in/ViewAllEbcodet.aspx	https://twitter.com/utflow/login	Loc1,Loc2	Yes	<input type="button" value="Edit"/>
2	10/07/2023	ANDHRA PRADESH	Visakhapatnam			Loc1,Loc2	No	<input type="button" value="Edit"/>

Click on Edit button to edit the DLC Camp Details

© 2023 National Informatics Centre (NIC), Ministry of Electronics and Information Technology All Rights Reserved

1201

Updation/Editing of Existing DLC Camp Details

- Update/Edit the desired information/details and click on the **Update** button.

Uttar Pradesh
GOVERNMENT OF INDIA - Ministry of Personnel, Public Grievances and Pensions
पension और पेंशनभोगी कल्याण विभाग
Department of Pension & Pensioners' Welfare

Welcome Test User

Date *
25/07/2023

State *
UTTAR PRADESH

City *
Barabanki

Location(s) *

S.No.	Location	Action
1	Loc1	Edit Delete
2	Loc2	Edit Delete

[View entire location](#)

PIR Note URL
<https://pib.gov.in/ViewAllBooklet.aspx>

Tweet URL
<https://twitter.com/utflowlogin>

Whether Photograph(s) Sent Through Email *
Yes

Remarks
In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available in publishing and graphic design. Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available.

[Update](#) [Reset](#)

Click on 'Update' button