

F.No.IITKGP/Pension/LC/2021/4

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Instruction for using Aadhaar based biometric identification Digital Life Certificate (DLC)

IIT Kharagpur has on boarded Jeevan Pramaan Platform. Pensioners/Family Pensioners of the Institute can now generate Digital Life Certificate (DLC) by using Aadhaar based biometric identification. They are not required to present themselves in front of authorized officers for authentication in November each year or as notified by the Govt. of India from time to time.

2. The pensioners/family pensioners can also generate Digital Life Certificate (Jeevan Pramaan) from home by using their computer or android based smart phone/tablet having internet connection and supported biometric device.

3. The pensioners/family pensioners can also visit their nearest Common Service Centre (CSC) for submission of Digital Life Certificate. They may also approach the nearest Bank or Post Office for the same where DLC facility is available.

4. For DLC, pensioners/family pensioners need to know his/her Aadhaar Number, PPO Number, Bank Account Number, Mobile Phone Number and Pension Code given by IIT Kharagpur. They have to register once and later they can generate Jeevan Pramaan using Biometric Authentication.

5. Pensioners/Family Pensioners can generate Digital Life Certificate (Jeevan Pramaan) from abroad also by downloading the Jeevan Pramaan Software and attaching biometric device with it.

Process of Registration is given as under:

Download the Jeevan Pramaan software from <https://jeevanpramaan.gov.in/package/download> in your computer or mobile.

Attach the prescribed biometric device with computer/mobile and activate the device software and RD Service.

Fill your Aadhaar Number, Mobile Number and e-mail ID. An OTP will be sent to your mobile number. Authenticate by filling the OTP. Now you are ready for Jeevan Pramaan (DLC).

● After login through your Aadhaar ID, fill up necessary information such as

Name : As given in your PPO.

Type of Pension-Service/family (as the case may be)

Agency PPO Number- The number given in the PPO issued by IIT Kharagpur

Bank Account No- Where monthly pension is received by the pensioner.

Re-employed – Yes/No

Re-marriage -Yes/no

Pension Sanctioning Authority – IIT Kharagpur

Pension Disbursing Authority – IIT Kharagpur

Then **authenticate** Jeevan Pramaan by your fingerprint.

6. After successful submission of Digital Life Certificate, pensioners will get an SMS on his/her mobile given the transaction id. Pensioner can download computer generated life certificate from <https://jeevanpramaan.gov.in/ppouser/login> using this transaction id for their records.

7. Digital Life Certificate is valid under IT Act.

For further details like guidelines, FAQ and installation procedure, kindly log on to Jeevan Pramaan Portal:

<https://jeevanpramaan.gov.in>