

ALL INDIA BSNL PENSIONERS WELFARE ASSOCIATION

Date: 29-10-2024

To

All Circle Secretaries and Executive Members,
All District Secretaries and Executive Members

Subject: Submission of Digital Life Certificate (DLC) Details and Honorarium Process for 2024-25

Dear Members,

As per the guidelines issued by the Department of Pension and Pensioners' Welfare (DoP&PW), all Pensioners' Associations are required to generate Digital Life Certificates (DLCs) for pensioners. Each successful DLC submission entitles the association to an honorarium/facilitation payment from DoP&PW.

In practice, under the DoT's SAMPANN system, the submission of life certificates is staggered throughout the year, allowing DLC generation to take place continuously.

However, DoP&PW is conducting a Nationwide Digital Life Certificate Campaign 3.0 from 1st to 30th November 2024. As a registered Pensioners' Welfare Association, we are expected to play a key role in this campaign by organizing camps and mobilizing pensioners to participate in camps hosted by IPPB (India Post Payments Bank) and other Pension Disbursing Banks.

Operator Authentication:

Pensioners, District Secretaries, and Executive Members are encouraged to register as operators to facilitate DLC generation.

Operators must download and install the Jeevan Praman Face App and AadhaarFaceRD App on their smartphones.

Record Maintenance:

District Secretaries must maintain records of DLCs generated in 2024-25 and submit them in Excel format to their respective Circle Secretaries after April 2025. Circle Secretaries will ensure that all units under their jurisdiction have submitted their data and will compile a complete, single list for the entire circle. This consolidated list will then be promptly forwarded to the General Secretary. At the CHQ level, the General Secretary will combine the reports received from all circles into one final list and submit a single claim to the Pension Department. This process ensures smoother data handling, avoids the challenges of managing over 200 district-level files directly, and guarantees that no records are missed while meeting submission timelines.

Records should include:

Operator's Name, Mobile Number, Aadhaar Number, and Unit

Pensioner's Name, DLC Generation Date, Aadhaar Number, PPO Number

One-time Operator Registration:

Operators must authenticate themselves via the Jeevan Praman Face App. Once registered, an operator can generate DLCs for multiple pensioners. Pensioners can also act as operators to generate their own or other pensioners' DLCs.

Step-by-Step Process for DLC Submission:

Download Required Apps:

AadhaarFaceRD App from the Google Play Store.

Jeevan Praman Face App from the Google Play Store.

Operator Authentication Process:

Open the Jeevan Praman Face App → Grant the necessary permissions.

Enter operator details → Submit → Enter OTP → Scan the operator's face.

A "Client registration successful" message will appear upon successful registration.

DLC Generation for Pensioner:

After operator authentication, proceed with pensioner authentication.

Enter pensioner details → Submit → Enter OTP.

Follow on-screen instructions to scan the pensioner's face.

Upon successful submission, the Pramaan ID and PPO Number will be displayed.

Important Notes:

Incorrect information may result in non-updation of the DLC at the Pension Disbursing Office (PDO).

Ensure that all records are accurately maintained to claim the honorarium.

Submission Deadline:

All District Secretaries must submit consolidated digital reports (in Excel format) of DLCs generated by March 31, 2025, for their districts. These reports will be forwarded to DoP&PW as per the final schedule notified by DoP&PW.

Honorarium Payment:

The honorarium, based on the number of accepted DLCs, will be credited to the CHQ account. For Financial year 2024-25, credit of any amount is to happen in August/September 2025, The amount will then be distributed to units in proportion to the number of DLCs generated and certified.

We urge all members to actively participate as operators and assist fellow pensioners in generating and submitting their DLCs efficiently. Kindly provide your Name, Mobile Number, and Aadhaar Number to your District Secretary if you have registered as an operator.

Let us work together to complete the DLC generation smoothly, participate actively in the November 2024 Campaign, and claim the honorarium offered by DoP&PW.

Fraternally Yours,
V. Vara Prasad
General Secretary
All India BSNL Pensioners Welfare Association