

OHPC PENSION FUND TRUST

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No. OHPC Trust/Pension-1/1/2015/Vol-II

387/WE

Dated 26-02-2019

NOTICE

"Attention: All beneficiaries of "OHPC PENSION Scheme & OHPC Uniform Pension Scheme for Pension Holders"

Subject: Introduction of Digital Life Certificate (DLC) for pensioners under "OHPC PENSION Scheme & OHPC Uniform Pension Scheme for Pension Holders -regarding.

As a Digital India Initiative to facilitate Pensioner, Govt. of India has launched Jeevan Pramaan Portal. Now the pensioner need not visit office of the Pension Disbursing Authority for physical submission of Life Certificate and may use the Aadhaar enabled Biometric authentication mechanism to generate Digital Life Certificate (DLC) for submission of Life Certificate.

Advantages of Digital Life Certificate (DLC):

- It may be generated from anywhere including home if Windows/Android based device having an Internet and STQC certified Biometric registered device connected to it, is available.
- Auto SMS to pensioners regarding DLC.
- Auto transfer of DLC to Pension Disbursing Authority.
- Sending SMS by Pension Disbursing Authority after processing

Presently Pension to the beneficiaries is being disbursed through State Bank of India on the basis of Life Certificates furnished by the beneficiaries to OHPC Pension Fund Trust by post/physical appearance twice every year. Several Pensioners find it difficult to submit the certificates in time for various reasons. In order to alleviate the hardship caused to the pensioners, OHPC has decided to use the services of Digital Life Certificate (DLC)/Jeevan Pramaan for Pensioners having Aadhaar Numbers and mobile numbers linked with Aadhaar. Further, it has been decided that OHPC will process the Digital Life Certificates received online from the beneficiaries.

2. **Jeevan Pramaan**, a Digital Life Certificate, is based on Aadhaar Biometric Authentication which aims to further simplify the process of submission of Life Certificate and facilitate accuracy & timeliness in disbursement of pension. In order to generate DLC the pensioners must have an Aadhaar linked with mobile number. The other pre-requisites for DLC are biometric device, PC with Window or Android Mobile/Tablet, Internet connectivity and registration of Aadhaar Number should have been done with Pension Disbursing Authority. The pensioners can either generate DLC themselves or let others do it for them. Pensioners who have Aadhaar Number and mobile number but do not have biometric device facility, can visit any nearest Centre like Citizen Service Centres (CSCs), Banks designated for generating the DLCs, Pension Section of OHPC Corporate Office to check and get themselves registered online using

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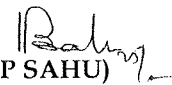
their services. The all India list of such CSCs (Name & Address) in various States across India is posted on JP portal at <https://jeevanpramaan.gov.in/locater>. A detailed procedure for generating Jeevan Pramaan/DLC is available in the website of OHPC Ltd. i.e www.ohpcltd.com under Retirement benefit schemes as **Procedure for generating Jeevan Pramaan/DLC as Annexure-I**.

3. In regard to above "OHPC Pension Fund" has been on boarded on Jeevan Pramaan website i.e. <https://jeevanpramaan.gov.in>. The pensioners are required to submit their Digital Life Certificate through Jeevan Pramaan Portal twice every year in March & September.

4. All the existing beneficiaries are requested to furnish the following documents mandatorily online on the email of OHPC Pension Fund i.e. ohpcpensionfund@gmail.com [indicating the subject of the mail as DLC of Shri/Smt. (name of beneficiary), PPO No.....twice every year in March & September to get the pension. (For example if name of a beneficiary is Shri Ramachandra Bhuyan and his PPO No. is 1875 then subject of the mail should be indicated as DLC of Shri Ramachandra Bhuyan , PPO No. 1875).

- Digital Life Certificate (DLC) of the beneficiary processed through Jeevan Pramaan Portal (<https://jeevanpramaan.gov.in>) by using necessary information like Aadhaar number, Mobile number and Pension Payment Order (PPO).
- Till the time the Aadhaar is linked, the beneficiaries may submit coloured scanned copy of their original Life Certificate issued conventionally in the signature of Authorised Officer on the prescribed]format [format available at www.ohpcltd.com under retirement benefit form].

The pension will be issued after examination/scrutiny of Life Certificate (Digital or Conventional as the case may be) furnished by the beneficiaries found to be in order. The beneficiaries will have to furnish any other requisite information/document(s) as sought by OHPC from time to time. In case the requisite documents sought by OHPC are not received from a beneficiary, the pension will not be released to him/her till the requested documents are received by OHPC. Further, if any discrepancy is found in the documents furnished by the beneficiary, the pension may not be released or stopped forthwith till such time the discrepancy is rectified.


(P P SAHU)

SGM(Fin) & Secretary Trust

Encl. As above

Memo No. 388

/ 26-02-2019

Dated

All the existing beneficiaries under "OHPC PENSION Scheme & OHPC Uniform Pension Scheme for Pension " through uploading this Notice on the website of OHPC Ltd. & Notice Boards.

All the Unit Heads for display in their notice boards.


(P P SAHU)

SGM(Fin) & Secretary Trust

Procedure for Generating Jeevan Pramaan / Digital Life Certificate (DLC)

1. Components of the J P/ Digital Life Certificate (DLC)

These are basic components of the Jeevan Pramaan (JP) / Digital Life Certificate (DLC):

i. The Pension Sanctioning Authority (PSAs)

It is the authority which approves and sanctions the pension of an individual Pensioner. The Pension is to be delivered in the Pension Account specified in the Pension Payment Order (PPO). In this case OHPC Pension Fund Trust is the PSA.

ii. The Pension Disbursing Agency (PDAs)

The Pension Disbursing Agency processes the DLC for the pensioners. The PDAs can register on the Jeevan Pramaan Portal to access the Life Certificates on-line. OHPC Pension Fund Trust has been designated as PDA.

2. Pre-Requisites for Digital Life Certificate Generation

- i) The pensioner must have an Aadhaar number
- ii) The pensioner must have an existing mobile number
- iii) Registration of the Aadhaar number with Pension Disbursing Agency
- iv) Biometric device (list of supported devices is given on the JP portal)
- v) PC with Windows 7.0 & above/ Android Mobile/Tablet 4.0 & above
- vi) Internet Connectivity

3. Generation of Digital Life Certificate(DLC) – Where & How

The Pensioners can either Generate DLC themselves or Let Others do it for them. The Pensioner can register and get a JP/DLC done at the below places:

A) Pensioners can generate DLC themselves:

Pensioner can download the JP application from the JP Portal <https://jeevanpramaan.gov.in/app/download> & install client application on android based smart Phone/tablet or Windows PC/Laptop for DLC generation. The client software will take care of registration for the life certificate, for authentication it will use the Aadhaar Biometric Authentication platform.

To download the application, the pensioner has to provide their e-mail in the online form available at <https://jeevanpramaan.gov.in/app/download>. This link will be made available after submitting the e-mail address.

For the pensioners to generate DLC by themselves at home may follow both Step 1 & Step 2 as at SIno.4.

B) Via Operator:

Pensioner can visit any nearest Centre (having facilities for digital services) like the Citizen Service Centre (CSC), the Government Office /Banks designated for generating the DLCs and get themselves registered online using their services. The All India List of such CSCs (name & address) in various States across India is posted on JP portal at: <https://jeevanpramaan.gov.in/locater>.

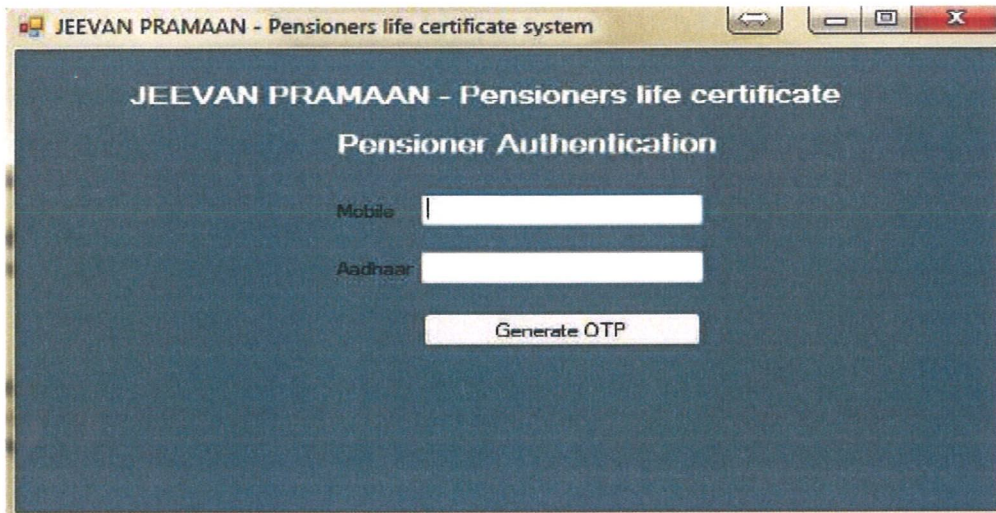
For the pensioners to generate DLC via Operators may follow only Step 2 as at SIno.4.

4. The Two Step Process for the Online DLC:

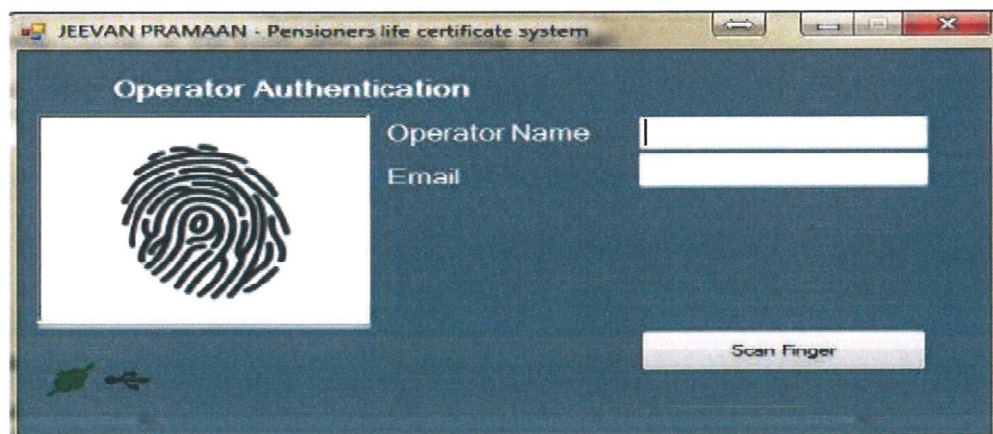
Generation of DLC using the Client Application Software (the registration and generation of Jeevan Pramaan) by the pensioner using own authenticated biometric device gets done in two basic steps:

Step 1. Operator/Pensioner Authentication /Device Registration

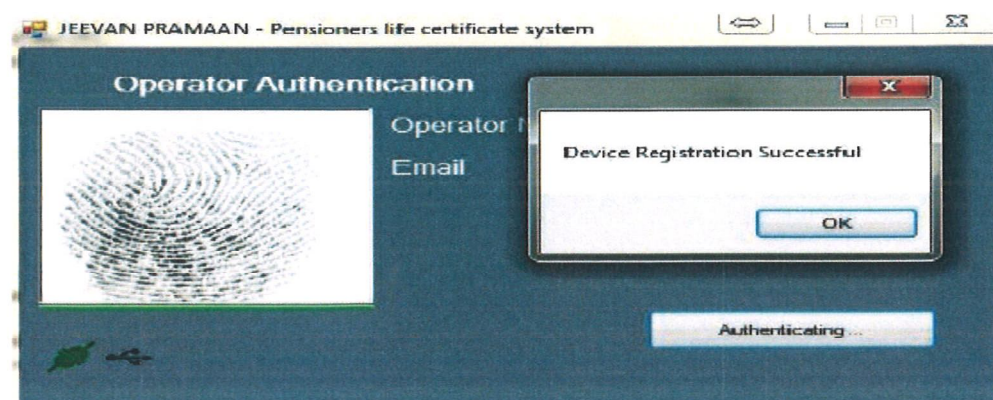
It is required to authenticate /register the biometric device (one time only for a particular biometric device whether it's the agencies doing the DLC generation or it is being done by the pensioners herself/himself). The operator / pensioner provide Aadhaar Number and a Mobile number and receive an OTP which is provided in the online application form/ software module for registration.



On entering correct OTP, below screen shall be presented. Provide Name & Email Address of Operator/Pensioner and click 'Scan Finger'. Scan finger-print on finger-print scanner or scan Iris (Eye) on Iris Scanner connected to PC/mobile/tab.



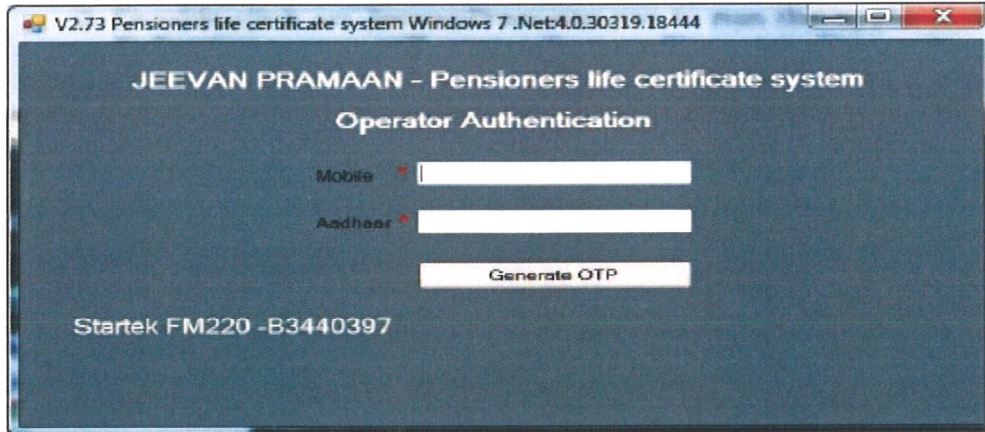
Once the finger-print/Iris is authenticated, the system displays 'Device Registration successful' message on the screen as shown in the screen below. Click on OK.



On clicking OK, Pensioner Authentication Screen appears. Pensioner now has to move to the Next step for Pensioner Authentication.

Step 2. Authentication and Certificate Generation

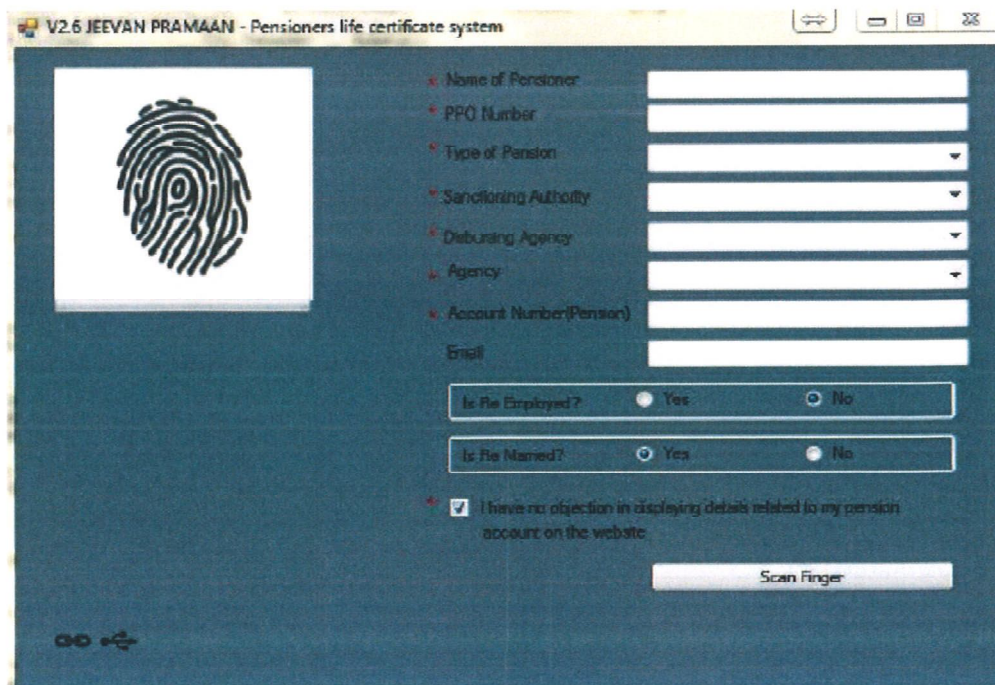
The pensioner data Aadhaar Number and Mobile number is to be entered in the online application form after which the pensioner receives an OTP.



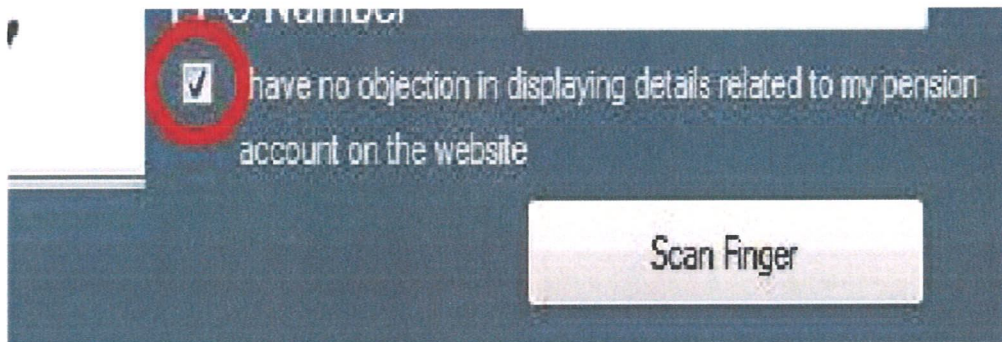
The pensioner has to enter the OTP and click OK (See Screen shot below).



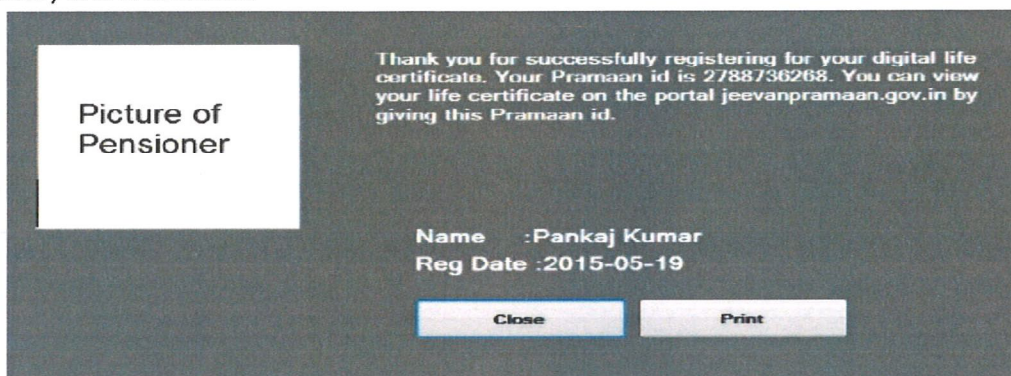
If correct OTP is entered, following screen is presented. On next screen given below, enter mandatory information like Pensioner Name, PPO Number, Type of pension, name of Sanctioning Authority, Disbursing Agency, Agency and Bank Account Number, Remarried option, Re-Employed option, etc.



Select Check small grey box as shown below. Then click 'Scan Finger' button & this will start the Finger /Iris scanning process.



Once the Finger Print/Iris Authentication is successful, the life certificate of the pensioner is displayed as shown below and an SMS acknowledgement is sent to the pensioner's mobile number. This SMS has Jeevan Pramaan Certificate ID. The generated certificates or DLCs are stored in the Life Certificate Repository and is available.



5. Electronic Delivery of DLC

Once the certificate is generated, the Pramaan ID is sent vide a SMS to the pensioner for further use (print). The Digital Life Certificate or the Jeevan Pramaan can also be electronically delivered to the Pension Disbursing Agencies. The PDAs can access and view the Life Certificate on the Jeevan Pramaan website and also download the same.

The PDAs can get in touch with Jeevan Pramaan team, to enable the e- delivery facility as well as for login access anytime & anywhere for use by pensioner & Pension Disbursing Agency.

6. Pensioner Access to the JP/DLC

The Pensioner can have the DLC available not only at the time of DLC generation but the can also download a PDF copy of the generated digital certificate from Jeevan Pramaan website(<https://jeevanpramaan.gov.in/>) by using the generated Jeevan Pramaan ID or Aadhaar number. The Jeevan Pramaan /Digital Life Certificate application is simple and easy to implement and also reduces the chances of wrongful disbursal of pension.

7. The above guidelines may be reviewed by OHPC Pension Fund Trust from time to time to address any emerging needs/ requirements.

8. For any clarification related to Jeevan Pramaan, email may be sent to jeevanpramaan@gov.in

Quick Reference:

Website address: <https://jeevanpramaan.gov.in>

Contact JP Team at: jeevanpramaan@gov.in

Help Desk Service (Call Centre) Phone: (91)-0120-3076200

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