

F. No. Dir (Hqrs.)/Ch(DT)/07/Misc./2024
Government of India
Ministry of Finance
Department of Revenue
[Central Board of Direct Taxes]

Room No. 226, North Block
New Delhi, 12.08.2024

OFFICE MEMORANDUM

Sub: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 3.0 November 1st to 30th, 2024 -reg

Kindly refer to an O.M. dated 09.08.2024 received from Department of Pension & pensioners' Welfare, Ministry of Personnel, PG & Pensions regarding the above mentioned subject.


2. In this regard, it has been communicated through above mentioned OM that Central Government Pensioners have to submit a Life Certificate in the period 1-30 November every year for continuation of pension. Digital Life Certificate i.e. Jeevan Pramaan can also be submitted by Face Authentication from an Android smart phone. This is in addition to other modes of submitting Digital Life Certificate, such as through bio-metric device/iris scanner, Video-KYC, LC through the Gramin Dak Sevaks by using the App of India Post Payments bank and Door-step service by the consortium of Public Sector Banks.
3. In 2014, Government launched the Digital Life Certificate (Jeevan Pramaan) based on Aadhar Database. There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October to ensure continuity of their pension.
4. With a view to spread awareness amongst all the Central Government pensioners as well as the Pension Disbursing Authorities for use of DLC through Face Authentication Technology, DoPPW had organized two Nation-wide Campaigns in collaboration with Banks, Pensioners' Welfare Associations, DoT, CGDA, UIDAI & MeitY. The first such campaign was held in 37 cities in the month of November 2022, resulting in use of DLC by approximately 35 Lakh Central Government Pensioners across India. The second campaign was held a 600 locations in 100 cities in November, 2023 and resulted in DLC submission by more than 45.46 lakh Central Government pensioners.

5. DoPPW shall now be conducting the Nation-wide DLC Campaign 3.0 in 800 cities and towns covering all district HQs, from 1st to 30th November, 2024. The objective of this Campaign is to promote increased use Face Authentication Technology and other DLC modes with a target of reaching out to all pensioners, including those in the remotest corners of the country. The SOP regarding the technique of issuing DLC through Face Authentication is attached for reference.

6. In view of the above, I am directed to request you to disseminate the Nationwide DL Campaign guidelines for maximum outreach to Pensioners of the Department of Income Tax of your concerned regions.

7. This issues with approval of the approval of competent authority.

Encl: As above


(Harish Kumar Tanwar)
DCIT (OSD) HQ, CBDT
12.08.2024

To,

All PCCsIT

3rd floor, Lok Nayak Bhawan
Khan Market, New Delhi
9th August, 2024

OFFICE MEMORANDUM

Subject: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 3.0, November 1st to 30th, 2024

The undersigned is directed to say that Central Government Pensioners have to submit a Life Certificate in the period 1-30 November every year for continuation of pension. Digital Life Certificate i.e Jeevan Pramaan can also be submitted by Face Authentication from an Android smart phone. This is in addition to other modes of submitting Digital Life Certificate, such as through bio-metric device/iris scanner, Video-KYC, LC through the Gramin Dak Sevaks by using the App of India Post Payments Bank and Door-step service by the consortium of Public Sector Banks.

2. In 2014, Government launched the Digital Life Certificate (Jeevan Pramaan) based on Aadhar Database. There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October to ensure continuity of their pension.

3. With a view to spread awareness amongst all the Central Government pensioners as well as the Pension Disbursing Authorities for use of DLC through Face Authentication Technology, DoPPW had organized two Nation-wide Campaigns in collaboration with Banks, Pensioners' Welfare Associations, DoT, CGDA, UIDAI & MeitY. The first such campaign was held in 37 cities in the month of November 2022, resulting in use of DLC by approximately 35 Lakh Central Government Pensioners across India. The second campaign was held at 600 locations in 100 cities in November, 2023 and resulted in DLC submission by more than 45.46 lakh Central Government pensioners.

4. DoPPW shall now be conducting the Nation-wide DLC Campaign 3.0 in 800 cities and towns covering all district HQs, from 1st to 30th November, 2024. The objective of this Campaign is to promote increased use of Face Authentication Technology and other DLC modes with a target of reaching out to all pensioners, including those in the remotest corners of the country. **The SOP regarding the technique of issuing DLC through Face Authentication is attached for reference.**

5. 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)
- PIB, DD & AIR (for media support)
- UIDAI & MeitY (for technical support)
- Ministry of Railways (for their own pensioners)
- All Ministries/Departments

6. **Nation –wide DLC campaign 3.0 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 stake-holders, as given above for the respective States/UTs.
- The campaign would be held at all Districts Headquarters in collaboration with IPPB and also covering 150 cities in collaboration with Banks. Hence, there may be a city/town which would have multiple camps either of two Banks or of IPPB and Banks.
- The cities have been identified and multiple locations within each city will be identified by Nodal Banks.
- Camps will be organized at the identified multiple locations in each city, shortlisted for the Campaign by the banks/establishments.
- 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 and D/o Telecommunications 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, 2024, onwards wide publicity is to be carried out through social media, print media, banks and registered Pensioners' Welfare Associations.
- The Banks/Establishments associating with the Campaign in a particular State shall hold camps on designated days of November. In addition camps will also be held on other days by all Bank branches for the pensioners reaching Banks.
- MeitY shall be roped in for utilizing its software to give real-time inputs on the progress of the Campaign on the DLC Portal.
- A Social Media group of all the Nodal officers shall be created by DOPPW for real-time sharing of information during the Campaign.

7. 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.

8. Pre-Campaign Preparation Phase (1st August – 30th October, 2024)

- Nomination of Nodal officers by DoPPW, all Banks, Defence, Railways 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, Bankers & Training of trainers by DoPPW/ UIDAI/ MeitY on DLC through Face authentication and DLC Portal.

8. (a) There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October to ensure continuity of their pension. The same activities will be carried out by all the Banks by equipping their branches to provide DLC related service to the super senior pensioners from 1st to 30th October, 2024 also.

9. Campaign Period activities (1st November – 30th November, 2024)

- Launch of Nationwide DLC Campaign 3.0.
- DLC camps in identified cities/towns as per schedule. In all other places, Banks/Establishments 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.

10. Role of Ministries/Departments:

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 3.0 to all stake holders.
- Nomination of Nodal Officers for each State/UT.
- Visit of DoPPW nominated officials to different locations to monitor & inspect the drive.
- Coordinate meetings with all stake-holders in different States/UTs including with the Registered Pensioners' Associations.
- 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).

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 to use this technology when pensioners visit the branch for submission of DLC certificate.
- Printout of successful submission of DLC screenshot may be provided to pensioners.
- Effort 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 registered Pensioners' 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 their software prior to the campaign for auto-consumption of the DLC reaching their servers through UIDAI.
- Inspect their software for enabling LC through Video KYC method.
- Women and sick pensioners should be given highest priority.
- Prepare an exception check-list of the pensioners in the select cities who have not given LC by November 15, 2024 and send reminder SMS.
- Prepare for providing doorstep LC facility to those Pensioners who are unable to visit centers due to age/infirmity.
- No pensioner wanting to give a physical LC should be turned back.
- 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.

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/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 LC.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in

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 districts 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.
- 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 Nodal officers on DLC through Biometric, with special emphasis on Face Authentication.

Role of Ministry of Defence (SPARSH)

- A Nodal officer may be nominated, not below the rank of Dir/DS/Dy.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, engagement with NGOs working with senior citizens can also be arranged, if desired, by the Ministry.
- Uniform Nationwide DLC Campaign 3.0 Banner to be displayed at all locations for publicity.
- Gear up SPARSH centers for the Campaign and enable 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 their registered 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 LCs.

- Review the DLC position on November 15, 2024 and send reminder SMS to those Defence Pensioners who have not yet given 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.

Role of Ministry of Railways

- A Nodal officer may be nominated, not below the rank of Dir/DS for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Command, not below the rank of Under Secretary 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 and SMS.
- 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), engagement with NGOs working with senior citizens can also be arranged, if desired, by the Ministry.
- Uniform Nationwide DLC Campaign 3.0 Banner to be displayed at all locations for publicity.
- Advise their registered 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.

Role of Ministries/Departments

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

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 3.0.
- 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.

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 3.0.
- 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.

Role of PIB /DD /AIR

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

11. 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, 2024.
- DoPPW shall send SMS to the Central Government Civil Pensioners whose mobile numbers are available in DoPPW database in the month of October & November, 2024.
- Banks 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 2024 onwards, twitter series will be launched covering DLC/Face authentication SOP, info graphics, short videos, success stories of DLC campaign 2023 for widespread awareness about DLC.
- Release of DLC campaign booklet at the end of campaign.

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

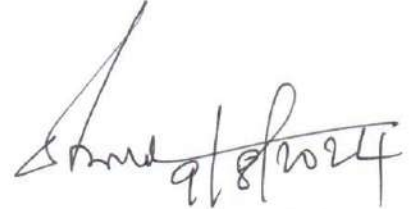
S. No.	Name	Role	Contact details	Email ID
1.	Sh. Ravikiran Ubale, Director	Campaign Coordinator	011-24650580, 7710078925	ubalera@cag.gov.in
2.	Sh. Subhash Chander, US	Min/Dept Coordination	011-24644631, 9810698336	subhash.chander123@nic.in
3.	Sh. Nagender Kumar, US	Media coordinator	011-24655523, 9810517136	nagender.kumar@nic.in
4.	Ms. Ramanjit Kaur, Sr. Consultant	Bank/PWA/DLC Portal coordinator	011-24644631, 9643318767	ramanjit.kaur.61@govcontractor.in

13. The above comprehensive guidelines for Nationwide Digital Life Certificate Campaign 3.0, to be held from 1st to 30th November, 2024, are being issued to ensure use of DLC by all Central Government Pensioners across India. All Stakeholders are requested to adhere to roles assigned, as above.

This issues with the approval of Secretary (Pension & Pensioners' Welfare).

Appended:

1. SOP
2. User Manual for DLC Portal



(Dhruvajyoti Sengupta)
Joint Secretary to Government of India
Tel.: 011-24625540
Email: js-doppw@nic.in

1. All Secretaries to Government of India
2. Secretary, Mol&B/DG DD News/DG AIR
3. Secretary, MeitY/CEO, UIDAI
4. Secretary Posts/MD & CEO, IPPB
5. Chairman, Railway Board
6. CMDs of all Pension Disbursing Banks

Copy also for information to the following

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



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



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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’.



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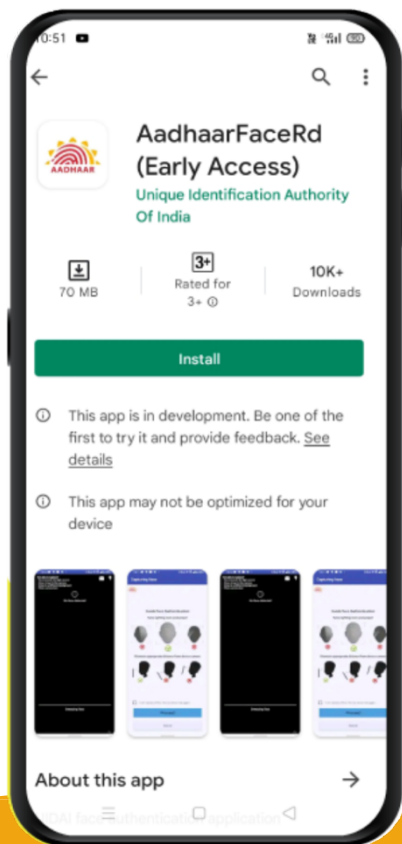
DLC through Face Authentication Technology is based on Aadhaar using Android based smartphome.



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Process of submitting Life Certificate through
“FACE AUTHENTICATION”



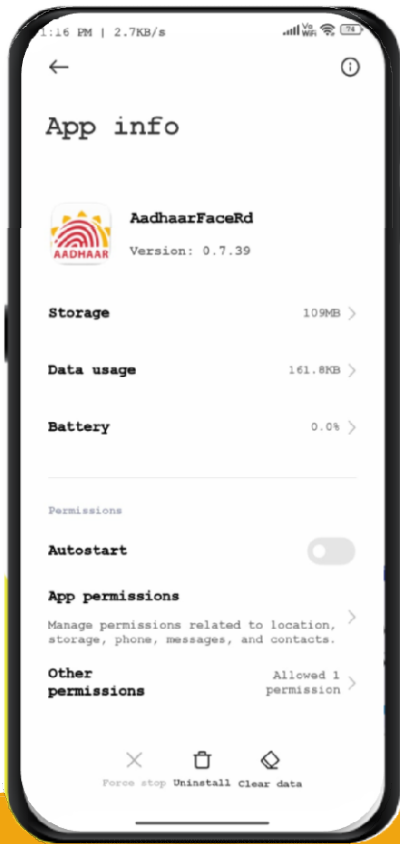
STEP-1

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



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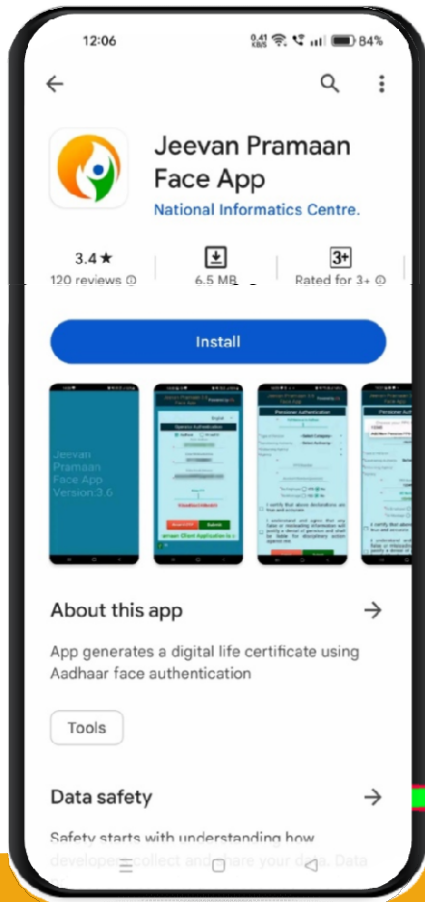


STEP-2

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.



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STEP-3

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



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12:58 PM | 17.6KB

Jeevan Pramaan ver 3.6.3

English

Operator Authentication

Aadhaar Virtual ID

Enter Aadhaar

* _____

* Enter Mobile Number

* Enter Email Address

40579c585b391287

Submit

Client Application is sup

STEP-4

After successfully installing both applications, the pensioner/pensioner should open the "Jeevan Pramaan" application. They will be taken to the "Operator Authentication" screen where they have to provide 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/pensioner can be an Operator to generate DLC.**

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



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2:16 PM | 1.7KB/s

Jeevan Pramaan ver 3.6.3

English

Operator Authentication

Aadhaar Virtual ID

Enter Aadhaar

4288 *****

Enter Mobile Number

987 *****

Enter 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.

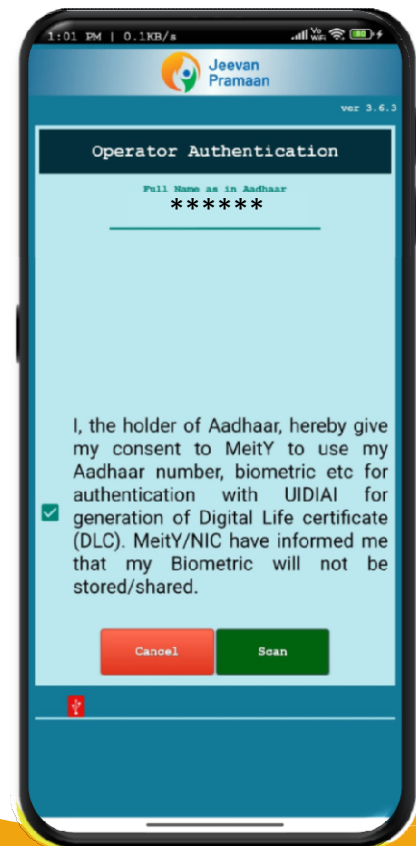


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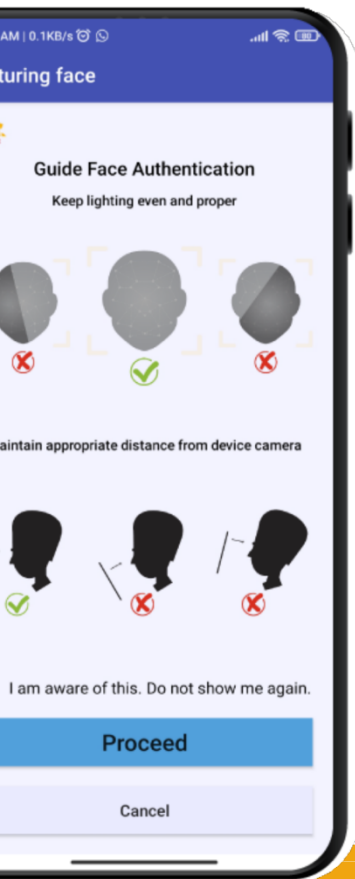
STEP - 6

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.



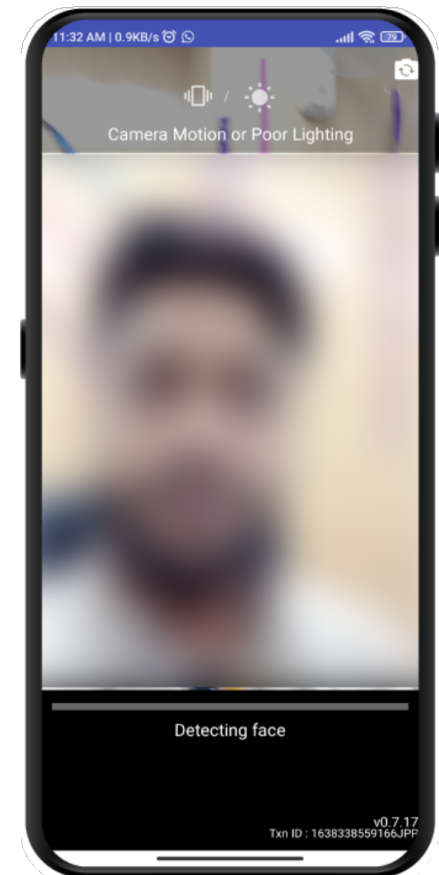


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STEP-7

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.





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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.



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STEP-9

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

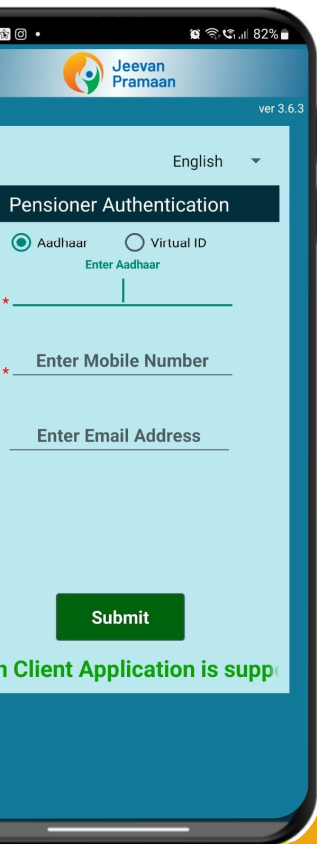


Image-1

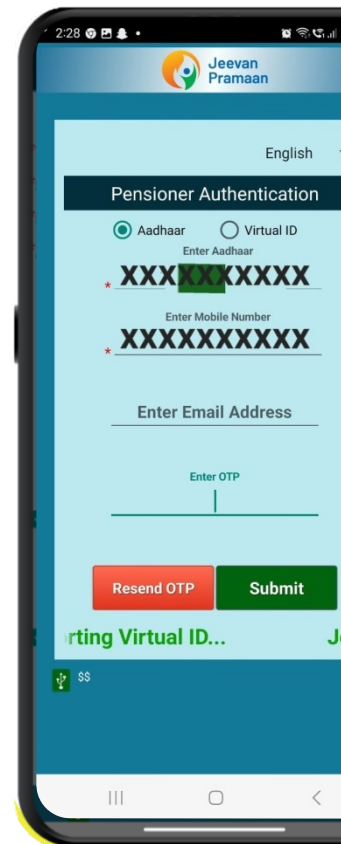


Image-2





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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

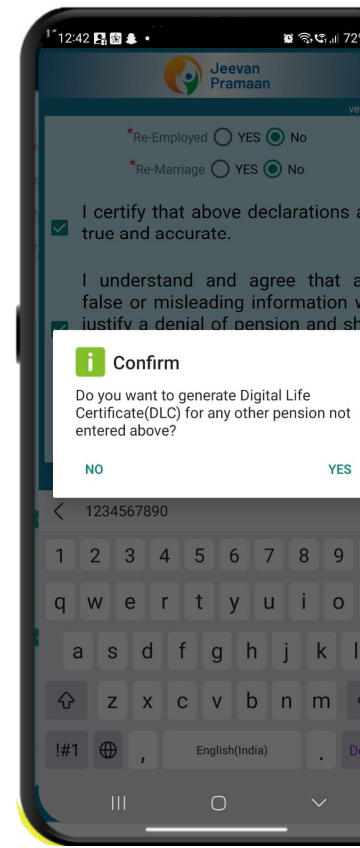
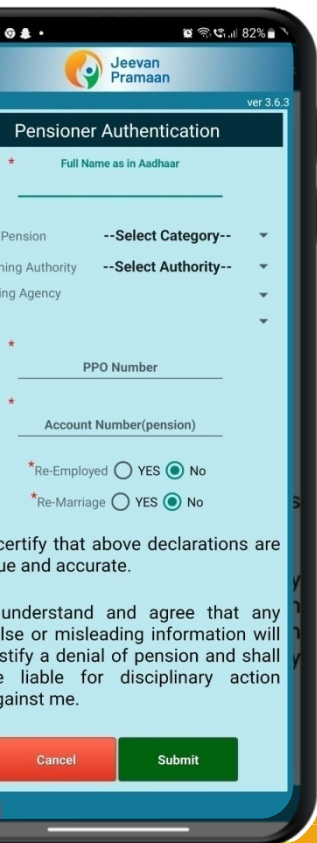
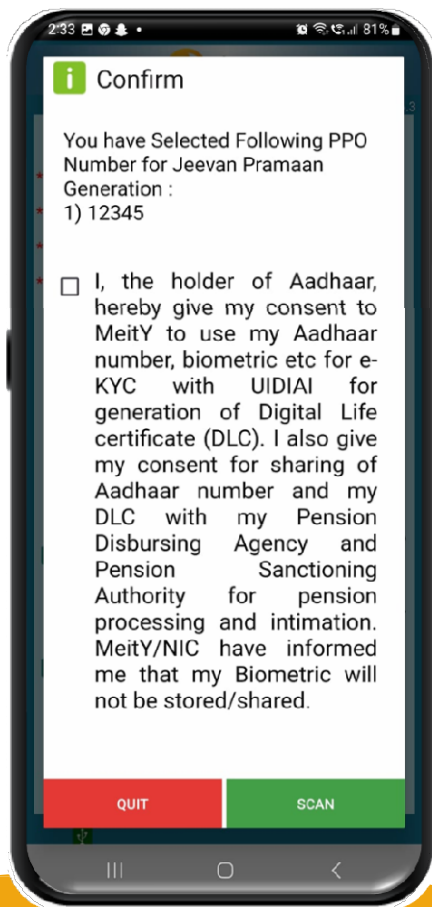


Image-1

Image-2



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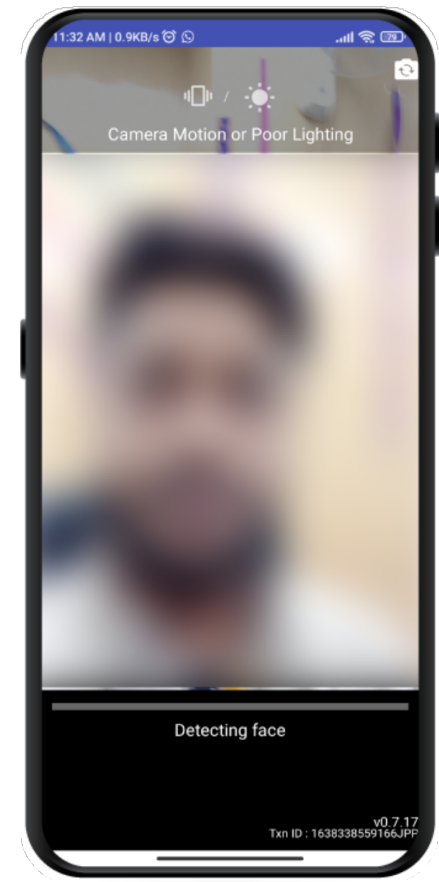


STEP-11

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

Click on scan.

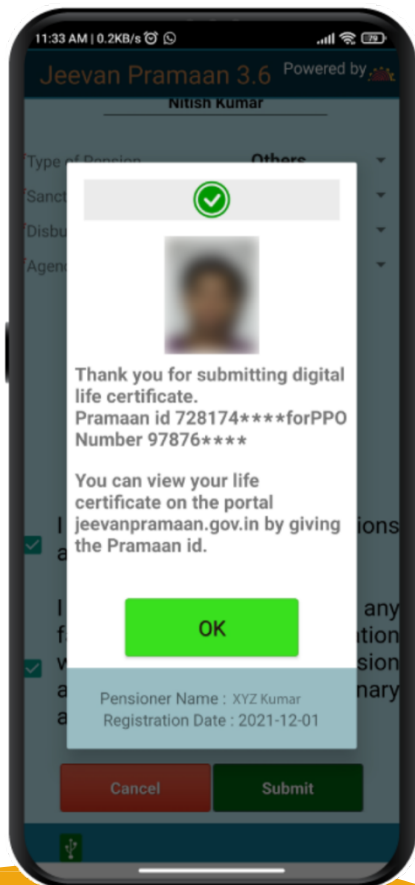
The process for scanning face will begin.





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

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*DLC documentary- <https://www.youtube.com/watch?v=YYYwcyOTNJK>



Issued in Public Interest

Government of India
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



DLC Campaign Portal

User Manual

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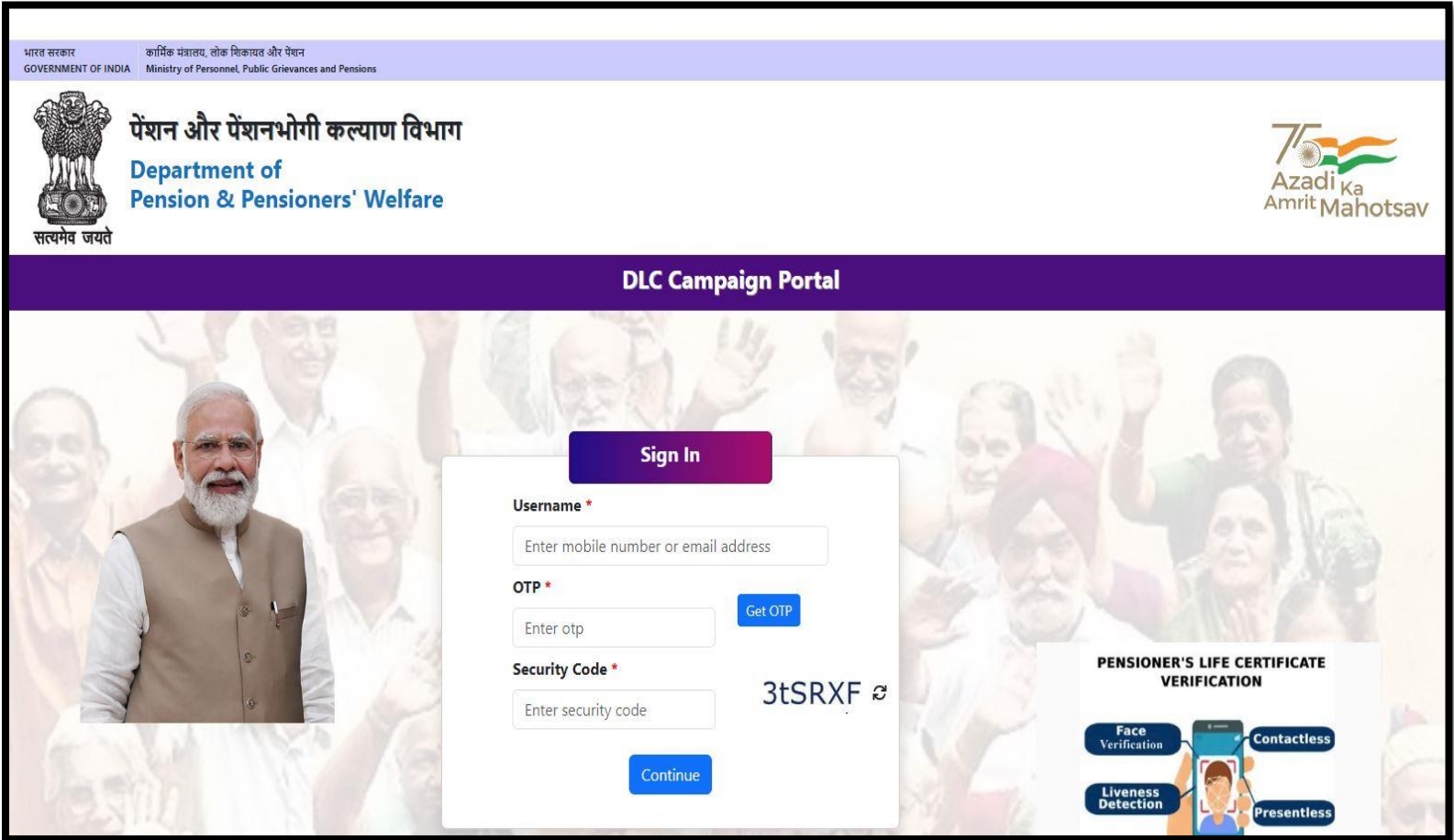
How to Access “DLC Campaign Portal”



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

“DLC Campaign Portal” Home Page

➤ Home Page:-



The screenshot displays the home page of the DLC Campaign Portal. At the top, there is a header with the Government of India logo and the text "भारत सरकार" and "GOVERNMENT OF INDIA" on the left, and "कार्यिक मंत्रालय, लोक शिकायत और पेंशन" and "Ministry of Personnel, Public Grievances and Pensions" on the right. Below this, the Department of Pension & Pensioners' Welfare is identified with the text "पेंशन और पेंशनभोगी कल्याण विभाग" and "Department of Pension & Pensioners' Welfare". The 75th Azadi Ka Amrit Mahotsav logo is also present. A purple banner reads "DLC Campaign Portal". The main content area features a background image of a group of people, with a prominent image of Prime Minister Narendra Modi on the left. A central "Sign In" form includes fields for "Username *" (with a subtext "Enter mobile number or email address"), "OTP *" (with a "Get OTP" button), and "Security Code *" (with a security code "3tSRXF" and a refresh icon). A "Continue" button is at the bottom of the form. To the right, a section titled "PENSIONER'S LIFE CERTIFICATE VERIFICATION" shows a smartphone with icons for "Face Verification", "Liveness Detection", "Contactless", and "Presentless".

Login in “DLC Campaign Portal” by User

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

भारत सरकार
GOVERNMENT OF INDIA

कार्मिक मंत्रालय, लोक शिकायत और पेंशन
Ministry of Personnel, Public Grievances and Pensions

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

Continue

3tSRXF

Enter Mobile Number or Email-ID.

Click on 'Get OTP' button

Enter OTP

PENSIONER'S LIFE CERTIFICATE VERIFICATION

Face Verification Contactless
Liveness Detection Presentless

भारत सरकार
GOVERNMENT OF INDIA

कार्मिक मंत्रालय, लोक शिकायत और पेंशन
Ministry of Personnel, Public Grievances and Pensions

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

Continue

3tSRXF

Click on 'Continue' button

Enter Security Code

Click to reset the security code

PENSIONER'S LIFE CERTIFICATE VERIFICATION

Face Verification Contactless
Liveness Detection Presentless

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 in the Department of Pension & Pensioners' Welfare portal. The form includes the following fields:

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

At the bottom of the form, there are 'Save' and 'Reset' buttons. The page header includes the Government of India logo, the Ministry of Personnel, Public Grievances and Pensions, and the Department of Pension & Pensioners' Welfare. The user is logged in as 'Test User' and can click 'Logout'.

- 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 shows the month of July 2023, with the 26th highlighted. The rest of the form and the page header are identical to the previous screenshot.

➤ The user can select the state from dropdown list.

The screenshot shows the 'DLC Camp Detail' form in a web application. The header includes the Government of India logo and the Ministry of Personnel, Public Grievances and Pensions. The user is logged in as 'Welcome Test User'. The form contains several input fields: 'Date *', 'Location(s) *', 'PIB Note URL', and 'Remarks'. The 'State *' dropdown menu is open, displaying a list of Indian states including ANDAMAN & NICOBAR, ANDHRA PRADESH, ARUNACHAL PRADESH, ASSAM, BIHAR, CHANDIGARH, DADRA & NAGAR HAVELI, DAMAN & DIU, DELHI, GOA, GUJARAT, HARYANA, HIMACHAL PRADESH, JAMMU & KASHMIR, KARNATAKA, KERALA, MADHYA PRADESH, and MAHARASHTRA. A callout box with an arrow points to the dropdown menu with the text 'Select State from dropdown List'. At the bottom right, there are 'Print', 'Excel', and 'PDF' buttons.

➤ 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 the 'State *' dropdown menu set to 'UTTAR PRADESH'. The 'City *' dropdown menu is open, displaying a list of cities: Kanpur, Meerut, Noida, Aligarh, Barabanki, and Lucknow. A callout box with an arrow points to the city dropdown menu with the text 'Select City from dropdown list'. The form also includes an 'Add' button next to the 'Location(s) *' field and a 'Tweet URL' field. At the bottom, there are 'Save' and 'Reset' buttons.

- Enter the Location and click on the **Add** button.

The screenshot shows the 'DLC Camp Detail' form. Annotations include:

- 1. Enter Location**: Points to the 'Location(s)' input field containing 'Test Location'.
- 2. Click on 'Add' button**: Points to the blue 'Add' button next to the location input.

Other form fields include: Date, State (UTTAR PRADESH), City, PIB Note URL, Tweet URL, Whether Photograph(s) Sent Through Email, and Remarks. Buttons for 'Save' and 'Reset' are at the bottom.

- 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.

The screenshot shows the 'DLC Camp Detail' form with a table of saved locations. Annotations include:

- Click to Edit the location**: Points to the 'Edit' button in the 'Action' column of the first row.
- Click to Delete the location**: Points to the 'Delete' button in the 'Action' column of the first row.
- Click to Cancel**: Points to the 'Cancel' button in the 'Action' column of the second row.
- Click to Update the location**: Points to the 'Update' button in the 'Action' column of the second row.

The table has the following structure:

S.No.	Location	Action
1	Test Location	Edit Delete
2	Test Location-2	Update Cancel

Below the table is an input field for 'Please enter location' and an 'Add' button. Other form fields (Date, State, City, URLs, Remarks) and buttons (Save, Reset) are also visible.

- 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, State, City, Location(s), PIB Note URL, Tweet URL, Whether Photograph(s) Sent Through Email, and Remarks. Two callout boxes are present: one pointing to the 'PIB Note URL' field with the text 'Enter PIB Note URL', and another pointing to the 'Tweet URL' field with the text 'Enter Tweet URL'. The 'Save' and 'Reset' buttons are visible at the bottom of the form.

- 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 enters your query in **Remarks** field up to 500 characters.
- Click on the **Save** button to save the details.

This screenshot shows the 'DLC Camp Detail' form with more callouts. A callout box points to the 'Remarks' field with the text 'Any other information about Camp'. Another callout box points to the 'Whether Photograph(s) Sent Through Email' dropdown menu with the text 'Please select whether Photograph(s) of DLC Camp has been sent or not.'. The dropdown menu is open, showing options: '--Select--', '--Select--', 'Yes', and 'No'. A third callout box points to the 'Save' button with the text 'Click on 'Save' button'. A fourth callout box points to the 'Reset' button with the text '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.

The screenshot displays the user interface of the Department of Pension & Pensioners' Welfare. At the top, there is a header with the Government of India logo and the text 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, the department name is written in Hindi and English: 'पेंशन और पेंशनभोगी कल्याण विभाग' and 'Department of Pension & Pensioners' Welfare'. The user is logged in as 'Test User' and can click 'Logout'. The main content area includes input fields for 'Please enter PIB Note URL', 'Please enter Tweet URL', and a dropdown menu labeled '--Select--'. There is also a 'Remarks' section with a text area and 'Save' and 'Reset' buttons. Below this is a table with columns: S.No., Date, State, City, PIB Note URL, Tweet URL, Location(s), Photos Sent, and Action. The table contains two rows of data. The first row has S.No. 1, Date 25/07/2023, State UTTAR PRADESH, City Barabanki, PIB Note URL https://pib.gov.in/ViewAllEbooklet.aspx, Tweet URL https://twitter.com/i/flow/login, Location(s) Loc1,Loc2, Photos Sent Yes, and an Action button labeled 'Edit'. The second row has S.No. 2, Date 10/07/2023, State ANDHRA PRADESH, City Visakhapatnam, and an Action button labeled 'Edit'. A callout box with an arrow points to the 'Edit' button in the first row, containing the text 'Click on Edit button to edit the DLC Camp Details'. At the bottom, there is a footer with the National Informatics Centre logo and the text '© 2023 National Informatics Centre (NIC), Ministry of Electronics and Information Technology All Rights Reserved'.

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/ViewAllEbooklet.aspx	https://twitter.com/i/flow/login	Loc1,Loc2	Yes	Edit
2	10/07/2023	ANDHRA PRADESH	Visakhapatnam			Loc1,Loc2	No	Edit

Updation/Editing of Existing DLC Camp Details

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

The screenshot displays the 'Department of Pension & Pensioners' Welfare' portal. The header includes the Government of India logo and the Ministry of Personnel, Public Grievances and Pensions. The user is logged in as 'Test User'. The form contains the following fields and components:

- Date ***: 25/07/2023
- State ***: UTTAR PRADESH
- City ***: Barabanki
- Location(s) ***: A table with 2 rows and 3 columns: S.No., Location, and Action. The first row has S.No. 1, Location 'Loc1', and 'Edit' and 'Delete' buttons. The second row has S.No. 2, Location 'Loc2', and 'Edit' and 'Delete' buttons.
- Add**: A blue button to add a new location.
- PIB Note URL**: https://pib.gov.in/ViewAllEbooklet.aspx
- Tweet URL**: https://twitter.com/i/flow/login
- Whether Photograph(s) Sent Through Email ***: Yes
- Remarks**: A text area containing placeholder text: '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 before final copy is avilaa'.
- Update** and **Reset** buttons at the bottom of the form.

A callout box with the text 'Click on 'Update' button' has an arrow pointing to the 'Update' button.

--- End ---