Website: https://ccrhindia.ayush.gov.in
Email: hq-ccrh@ccrhindia.nic.in

Phone: 011- 28525523 -AD(Admn.)
28522428-Accounts Officer
email: ao.ccrh@ccrhindia.nic.in

केंद्रीय होम्योपैथी अनुसन्धान परिषद्

स्वायत्त निकाय, आयुष मंत्रालय, भारत सरकार
जवाहर लाल नेहरु भारतीय चिकित्सा एवं होम्योपैथी अनुसन्धान भवन
61-65, संस्थागत क्षेत्र, डी-ब्लाक के सामने, जनकपुरी, नई दिल्ली- 110058

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

An Autonomous Body of the Ministry of Ayush, Govt. of India
Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058

F. No. **AC-13012/10/2026-ACCNTS** 4251 Date: 28 October, 2026

CIRCULAR

Subject: Submission of Life Certificate by Pensioners/Family Pensioners for the year 2026.

Kind attention of Pensioners/Family Pensiones of CCRH is hereby invited and to inform that the **Jeevan Praman Portal or Mobile App using aadhaar biometric authentication** has been successfully in operation mode in Central Council for Research in Homoeopathy (CCRH), New Delhi, Ministry of AYUSH, Government of India. Further, the **Life Certificate for the year - 2026** is required to be submitted during the period **from 1st November, 2026 to 30th November, 2026** to the competent authority for the continuation of payment of pension/family pension. However, pensioners age group 80 years and above can submit their life certificate **w.e.f. 1st October, 2026 to 31st December, 2026** for continuation of the payment of pension/family pension as applicable.

A guidelines to generate Digital Life Certificate through Android Mobile Application as well as Windows application using aadhaar based authentication is attached herewith for easy and ready reference.

All Pensioners/Family Pensioners are, therefore, requested to kindly submit their Life Certificate in the prescribed format to the Account Officer/DDO, CCRH or through Digital Life Certificate (DLC) by using the Jeevan Praman Portal/Mobile App or by appearing before the PDA (Pension Disbursing Authority) within the above-mentioned stipulated period to ensure the uninterrupted disbursement of their pension/family pension.

All the concerned are therefore, requested to kindly note the digital platform for DLC and to ensure timely submission of the Life Certificate. This Circular has also been posted on the website of CCRH.

This issues with the approval of the competent authority.

28/10/26

(Uthaman Nair M.P.)
Accounts Officer/DDO

लेखा अधिकारी / Account Officer & DDO
केन्द्रीय होम्योपैथी अनुसंधान परिषद् /
Central Council for Research in Homoeopathy
(Ministry of AYUSH, Govt. of India)
नई दिल्ली / New Delhi-110058

Copy to:
1.DDG, CCRH
2.AD(Admn), CCRH
3.IT Manager, CCRH for publishing on website of CCRH
4.PA, DG, CCRH
3.Pnesion Cell (Estt.), CCRH.Hqrs.

Website: https://ccrhindia.ayush.gov.in
Email: hq-ccrh@ccrhindia.nic.in

Phone: 011- 28525523 -AD(Admn.)
28522428-Accounts Officer
email: ao.ccrh@ccrhindia.nic.in

केंद्रीय होम्योपैथी अनुसन्धान परिषद्

स्वायत्त निकाय, आयुष मंत्रालय, भारत सरकार
जवाहर लाल नेहरु भारतीय चिकित्सा एवं होम्योपैथी अनुसन्धान भवन
61-65, संस्थागत क्षेत्र, डी-ब्लाक के सामने, जनकपुरी, नई दिल्ली- 110058

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61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058

F. No. **AC-13012/10/2026-ACCNTS** 4251 Date: 28 October, 2026

परिपत्र

विषय: वर्ष 2026 के लिए पेंशनभोगियों/पारिवारिक पेंशनभोगियों द्वारा जीवन प्रमाण पत्र (Life Certificate) जमा करना।

CCRH के सभी पेंशनभोगियों/पारिवारिक पेंशनभोगियों का ध्यान इस ओर आकर्षित किया जाता है कि भारत सरकार के आयुष मंत्रालय के अंतर्गत केंद्रीय होम्योपैथी अनुसन्धान परिषद्, नई दिल्ली में **'जीवन प्रमाण पोर्टल' या मोबाइल ऐप (आधार बायोमेट्रिक प्रमाणीकरण का उपयोग करते हुए)** सफलतापूर्वक काम कर रहा है। पेंशन/पारिवारिक पेंशन का भुगतान निरंतर जारी रखने के लिए, **वर्ष 2026 का जीवन प्रमाण पत्र 1 नवंबर 2026 से 30 नवंबर 2026** के बीच सक्षम प्राधिकारी के पास जमा करना आवश्यक है। हालाँकि, 80 वर्ष या उससे अधिक आयु के पेंशनभोगी अपनी पेंशन/पारिवारिक पेंशन का भुगतान जारी रखने के लिए **1 अक्टूबर 2026 से 31 दिसंबर 2026** के बीच अपना जीवन प्रमाण पत्र जमा कर सकते हैं।

आधार आधारित प्रमाणीकरण का उपयोग करके एंड्रॉइड मोबाइल एप्लिकेशन एवं विंडोज एप्लिकेशन के माध्यम से डिजिटल जीवन प्रमाण-पत्र (Digital Life Certificate) जनरेट करने संबंधी दिशानिर्देश सरल समझ एवं त्वरित संदर्भ हेतु इसके साथ संलग्न किए गए हैं।

सभी पेंशनभोगियों/पारिवारिक पेंशनभोगियों से अनुरोध है कि वे अपनी पेंशन/पारिवारिक पेंशन का भुगतान बिना किसी रुकावट के प्राप्त करने के लिए, निर्धारित अवधि के भीतर अपना जीवन प्रमाण पत्र जमा करें। इसे आप निर्धारित प्रारूप में CCRH के लेखा अधिकारी (Accounts Officer)/DDO के पास जमा कर सकते हैं, या 'जीवन प्रमाण पोर्टल' के माध्यम से 'डिजिटल जीवन प्रमाण पत्र' (DLC) प्रस्तुत कर सकते हैं, अथवा पेंशन वितरण प्राधिकारी (PDA) के समक्ष उपस्थित होकर भी जमा कर सकते हैं।

सभी संबंधित व्यक्तियों से अनुरोध है कि वे DLC के लिए डिजिटल प्लेटफॉर्म का ध्यान रखें और समय पर अपना जीवन प्रमाण पत्र जमा करना सुनिश्चित करें। यह परिपत्र CCRH की वेबसाइट पर भी उपलब्ध है।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

28/10/26

(उस्मन नायर एम.पी.)
लेखा अधिकारी/DDO
लेखा अधिकारी / Account Officer & DDO
केन्द्रीय होम्योपैथी अनुसंधान परिषद् /
Central Council for Research in Homoeopathy
(Ministry of AYUSH, Govt. of India)
नई दिल्ली / New Delhi-110058

प्रतिलिपि:

1. उप महानिदेशक, सीसीआरएच
2. सहायक निदेशक (प्रशासन), सीसीआरएच
3. आईटी प्रबंधक, सीसीआरएच — सीसीआरएच की वेबसाइट पर प्रकाशित करने हेतु
4. निजी सहायक, महानिदेशक, सीसीआरएच
3. पेंशन प्रकोष्ठ (स्थापना), सीसीआरएच, मुख्यालय

Annexure-I

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058
E-mail: pension.ccrh@gmail.com, Tel: 011-28522428, Fax: 011-28521060
[PENSION CELL, ACCOUNTS SECTION]

1. LIFE CERTIFICATE – 2026

(To be submitted by the Pensioner/Family Pensioner from1st Nov,2026 till 31st Dec,2026 However the Pensioner age group of 80 years and above can submit life certificate from 1st Oct,2026 to 31st Dec,2026)

Certified that I have seen the pensioner Sh./Smt. /Ms._____

holder of Pension Payment Order No. _____ and that he/she is alive on this date.

(Signature of Pensioner)

Date : _____

Place :_____

SBI A/c No. : _____

(Signature with date of the Authorized Officer)
(Name & Designation with seal)

_____

_____

Note- *Life Certificate should be verified & signed by an Officer of the Nationalized Bank. If a pensioner is residing abroad, he/she should get it verified & signed by an authorized official of Indian Diplomatic Mission.*

2. CERTIFICATE OF RE-MARRIAGE/MARRIAGE

(To be furnished by the Family Pensioner only)

- I hereby declare that I have not got re-married, and I hereby undertake to report such any event promptly to the Accounts Officer, CCRH Hqrs, New Delhi.
  [Application only for widow recipient of family pension and to be furnished only once]

- I hereby declare that I am not married/ I have not got married during the past six months.
  [To be submitted by widowers and unmarried daughter once every six months in May & November]

(Signature of Family Pensioner)
Name of Pensioner
P.P.O. No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place: _____

Dated _____

(Signature with date of the Responsible Officer with seal)

Name:

Designation:

3. NON-EMPLOYMENT/RE-EMPLOYEMENT CERTIFICATE

(Certificates are to be furnished only by retired Group 'A' Officers in May & November each year)

A. I declare that I have been employed/re-employed in the offices which is a part of /financed by _____ and was in receipt of the following monthly rates of emoluments during the year ended _____ or during the month of within the said year:

(a) Pay _____ (b) Spl. Pay _____ (c) Other Allowance/Fees/Hon. _____

Further, that the orders of my re-employment do/do not stipulate my being held in abeyance during the re-employment period.

I declare that I have not accepted any commercial employment in India.

Or

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central Government and none of the conditions, if any, attached thereto by Government has been violated.

Or

I declare that I have accepted commercial employment in India without obtaining the sanction of Central Government.

Note : *This declaration is required to be given for a period of two years from the date of retirement.*

B. I declare that I have not accepted any employment under a Govt. outside India/an international Organization of which Govt. of India is not a member.

Or

I declare that I have not accepted any employment under a Govt. outside India/an international organization of which Govt. of India is not a member after obtaining the previous sanction of the Central Government and none of the conditions attached thereto by the Govt. has been deviated from.

Or

I declare that I have accepted employment under a Govt. outside India/an international Organization of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt.

(Please tick (√) whichever is applicable.)

(Signature of Pensioner)

Full Name _____

PPO No. _____

4. COMMUNICATION DETAILS

Correspondence Address with pin code _____

_____**Pin Code** _____

Mob. No. _____ **Landline No**. _____

PAN. No. _____ **E-mail address:** _____

ADHAR No._____

(Signature of Pensioner)

JEEVAN PRAMAAN APP
FOR
ANDROID MOBILE PHONES

User-Manual

JEEVAN PRAMAN (DIGITAL LIFE CERTIFICATE)
THROUGH FACE, FINGER & IRIS AUTHENTICATION

Requirement

- Android Smartphone (version 9.0 & above) (un-rooted device)
- Internet connection
- RAM - 4+ GB
- Storage – 64GB (Minimum 500 MB free storage space)
- Camera resolution - 5 Mp or more (In case of Face Authentication)
- For Face Authentication - AadhaarFaceRD app (No biometric device is required)
- For Finger/Iris Authentication - RD service of Biometric Device being used

Process

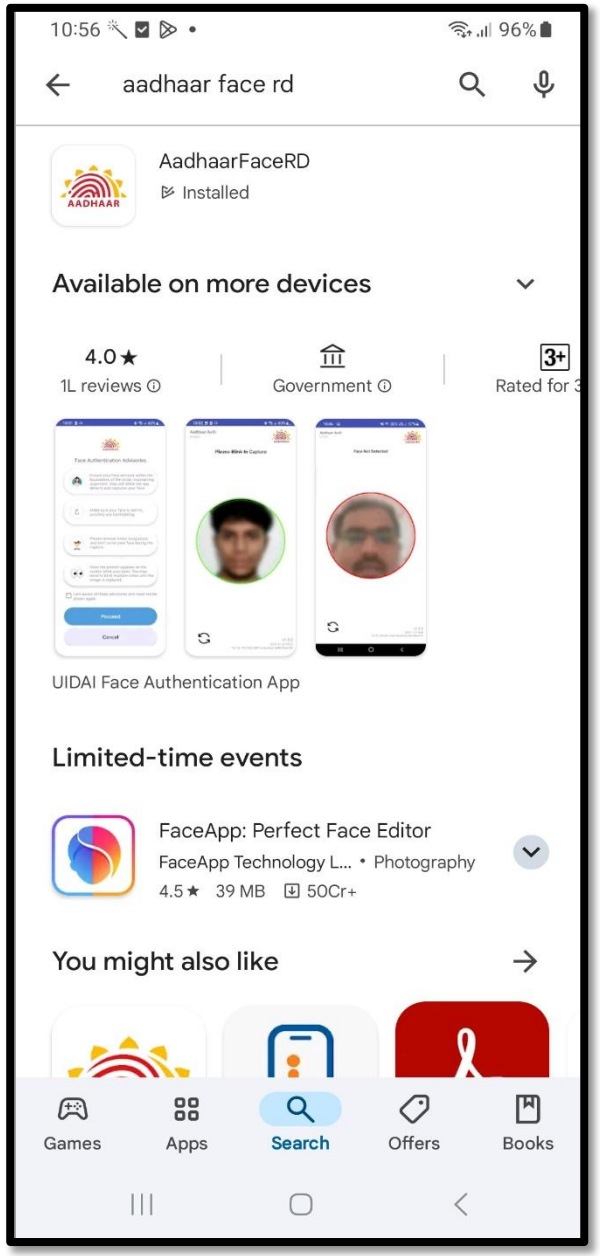
Step-1: Download and Install AadhaarFaceRD OR RDService App of Biometric device (if using Biometric device) from Google Play Store.(Refer to page number 3 & 5)

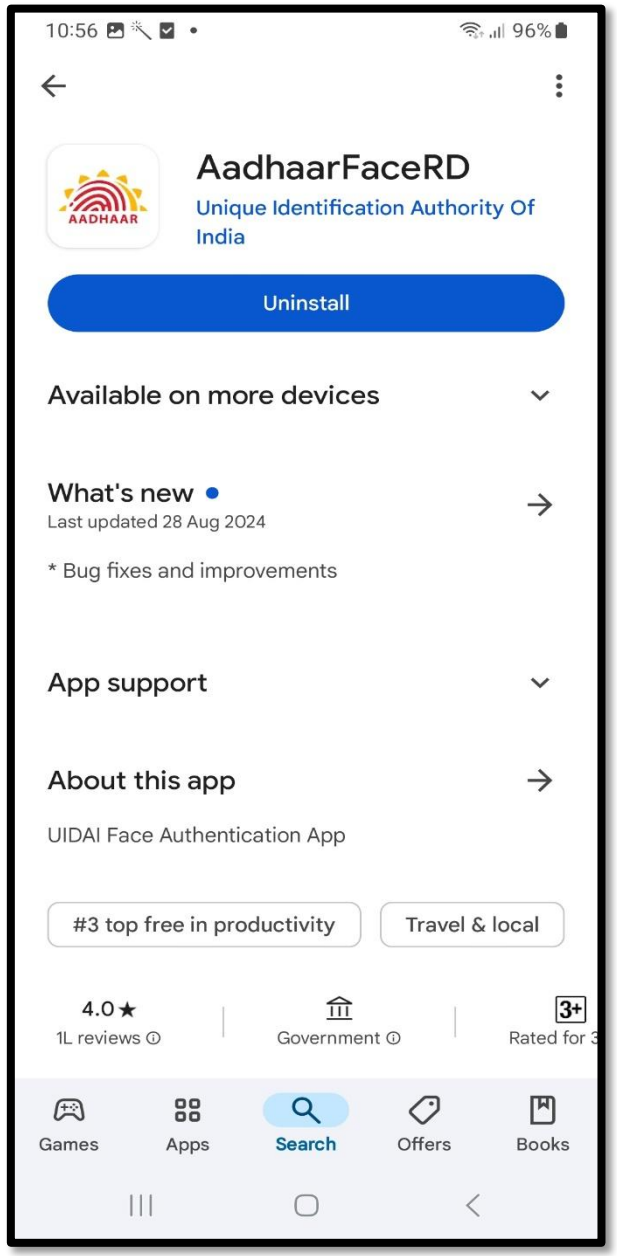
Step-2: Download and Install Jeevan Pramaan Application. (Refer to page number 6)

Step-3: Operator Authentication - This is a one time process. Pensioner can be the Operator as well. (Refer to page number 10)

Step-4: Pensioner Authentication - Fill in the pensioner details and Aadhaar based Biometric Authentication of Pensioner. (Refer to page number 18)

Step-1: Download and Install **AadhaarFaceRd** App from Google Play Store

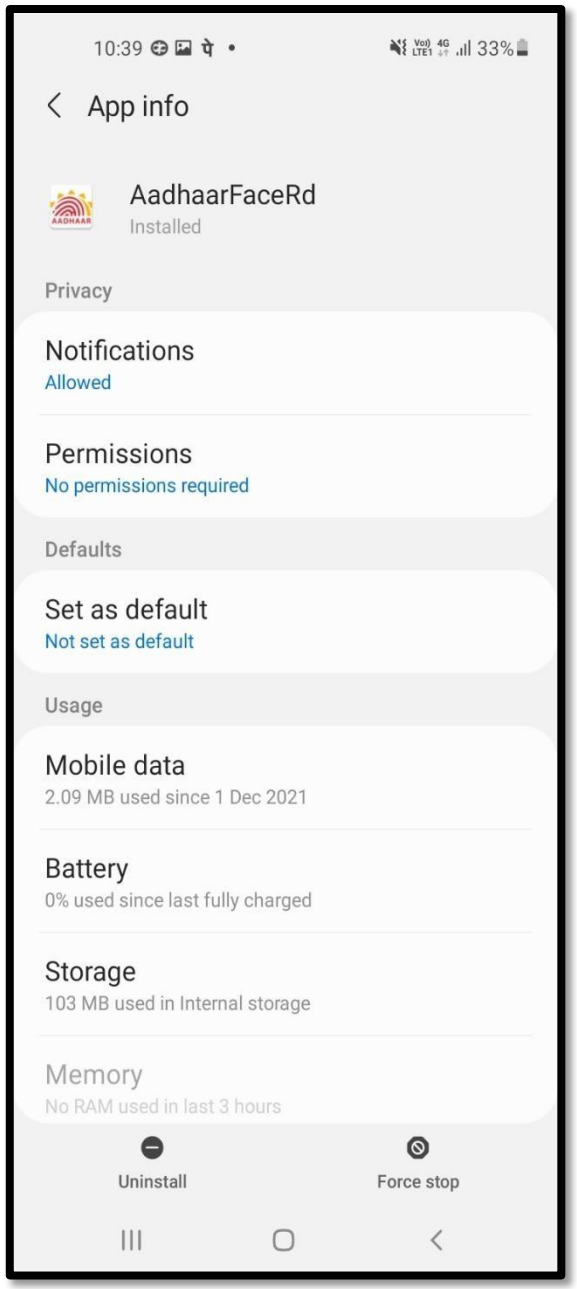




- ❑ Open Google Play Store, search for “AadhaarFaceRD”
- ❑ Install the AdhaarFaceRD.

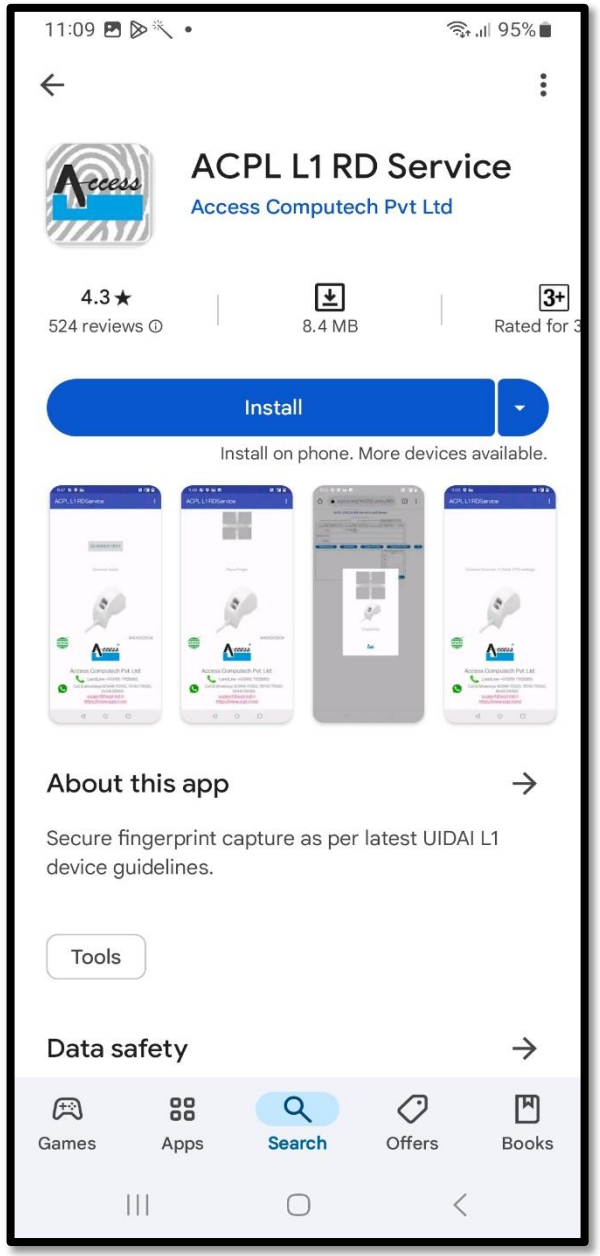
GooglePlay Android

Step-1: Download and Install **AadhaarFaceRd** App from Google Play Store



- The *AadhaarFaceRd* is not shown like other apps and has no icon.
- The App is visible in Settings → App Info, as shown in the image.

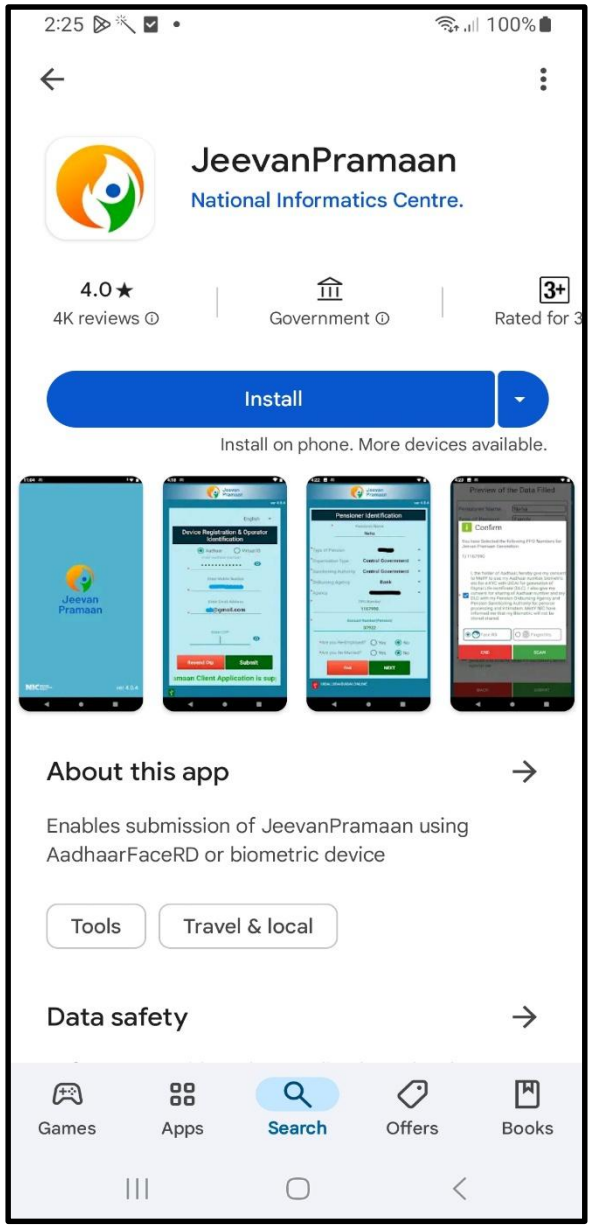
Step-1: Download and Install **Finger or IRIS RDService** App from Google Play Store



❑ Open Google Play Store, search for RD Service of biometric device that you are using, and install the same.

GooglePlay Android

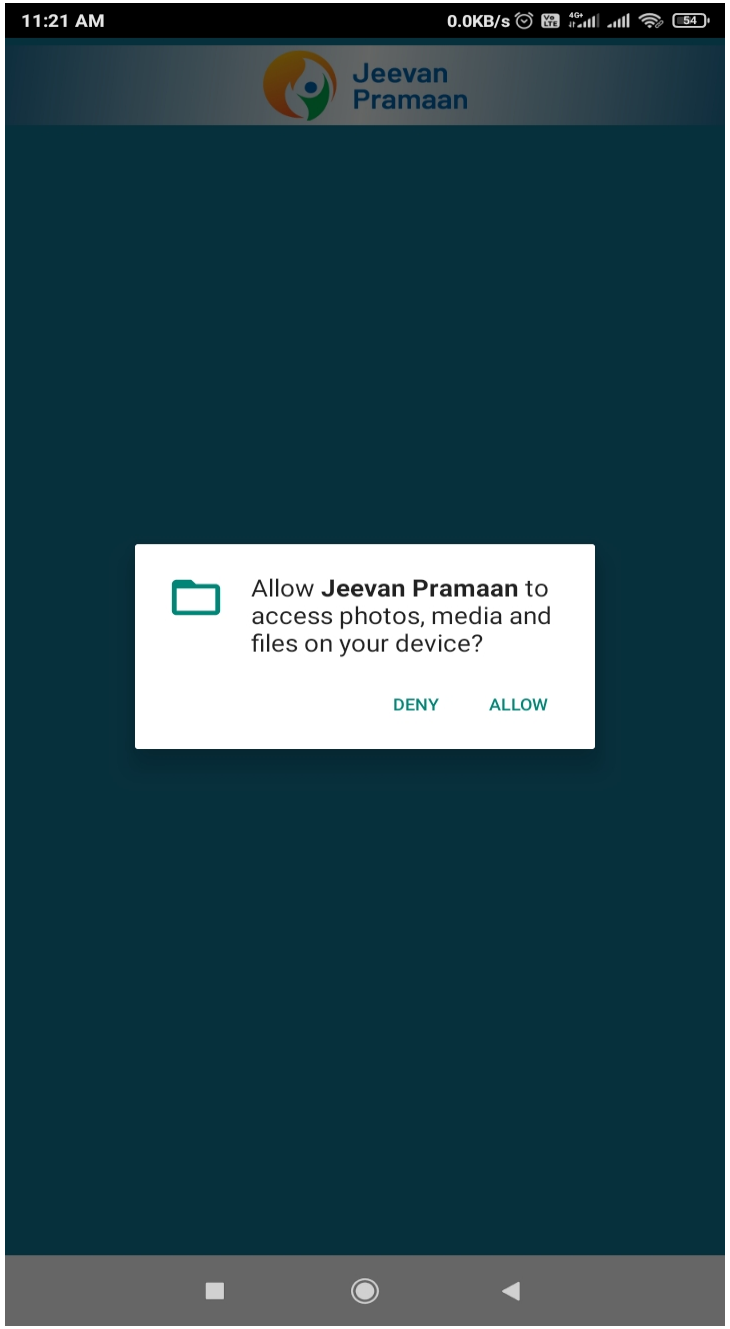
Step-2: Download Jeevan Pramaan Application



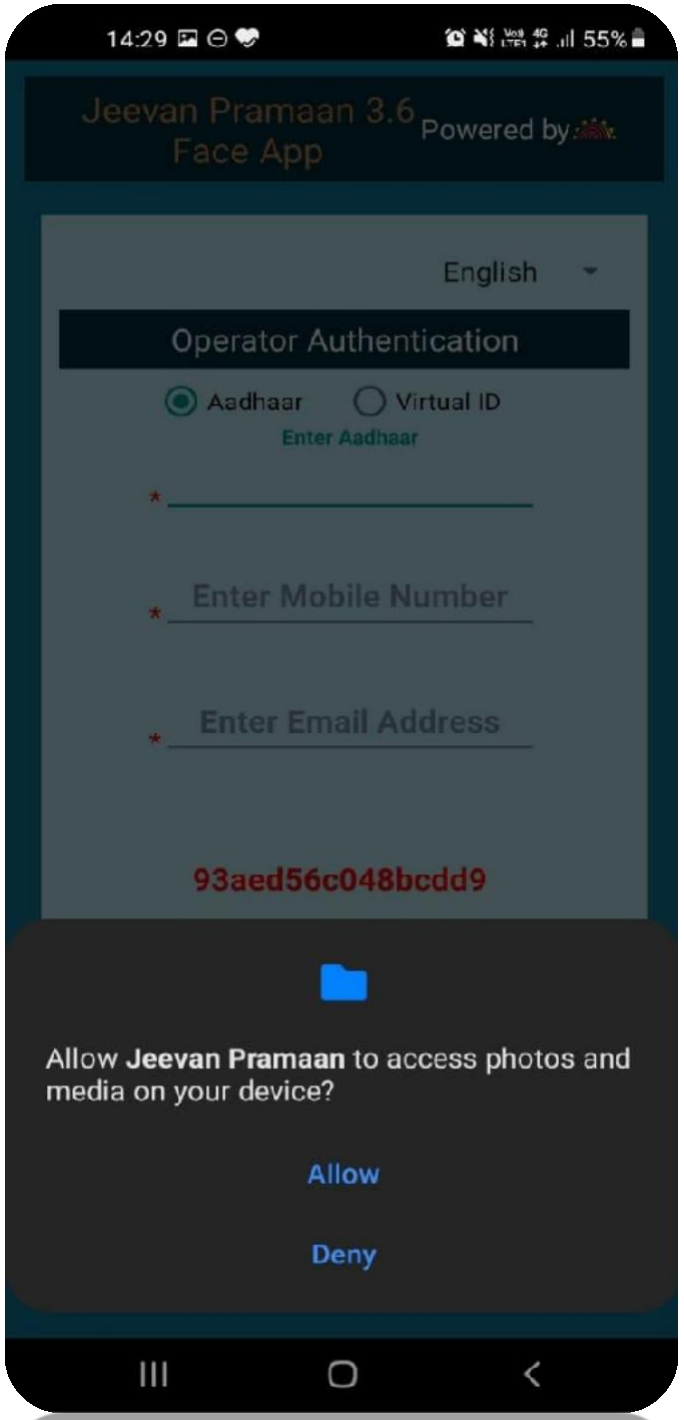
- Open Google Play Store, search for *Jeevan Pramaan.* Install the application.
- Screen shot for reference is shown



- After you have successfully installed the Jeevan Pramaan Application, run the application.
- The screen as shown on the left appears.

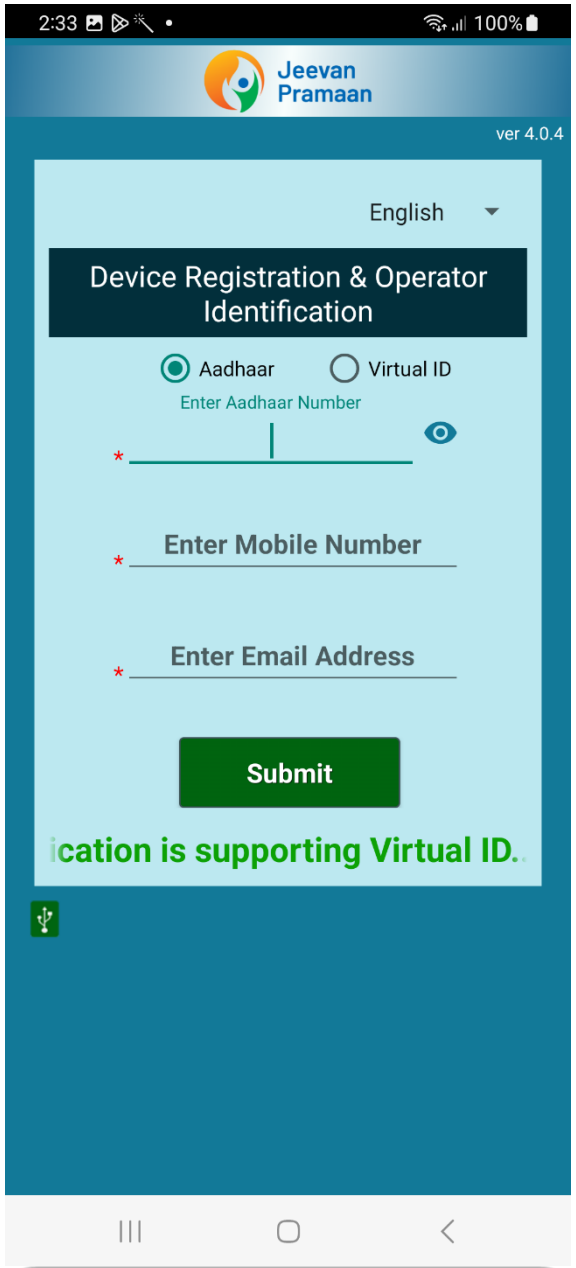


- A pop-up will appear asking for permissions.
- You need to allow the permissions in order to run the application. Click on ‘Allow’ to proceed further.



- Next another pop-up will appear asking for more permissions. Click on *Allow*.

Step-3: Device Registration & Operator Identification (one time process)



- Next the '*Device Registration & Operator Identification*' screen appears. This is a one time process. Any person can act as an operator. The pensioner can also act as an operator.
- The operator needs to enter his/her Aadhaar number, mobile number and e-mail address and click on *submit*
- **The mobile number need not be linked with Aadhaar**, you can enter any mobile number but make sure you have it as you will receive an OTP on the mobile and email-id provided

Step-3: Device Registration & Operator Identification (one time process)

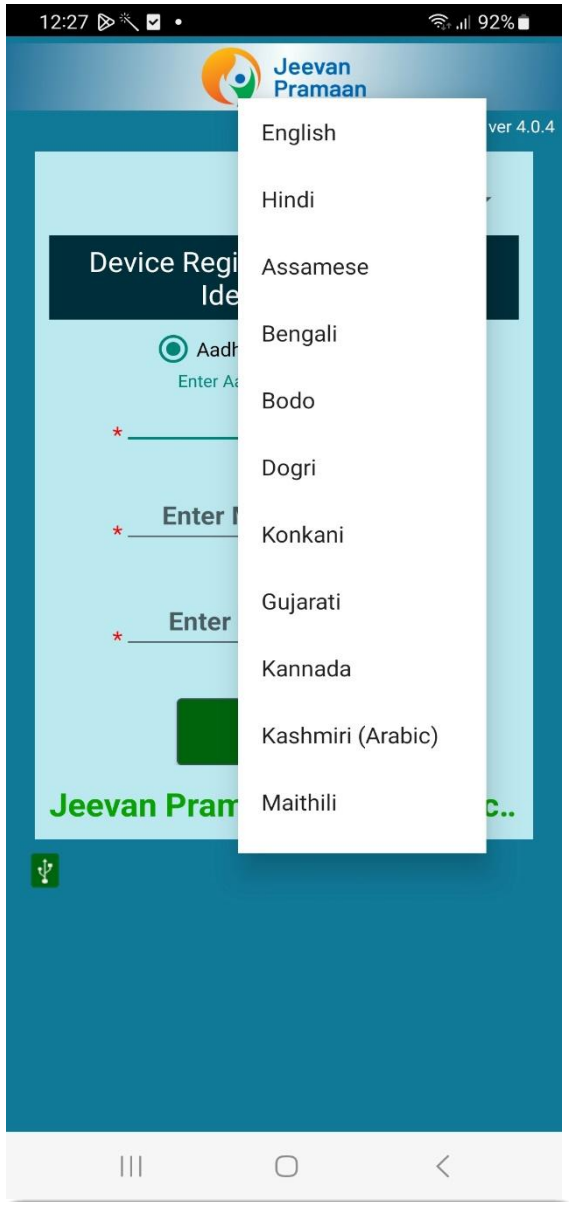


Fig. 1

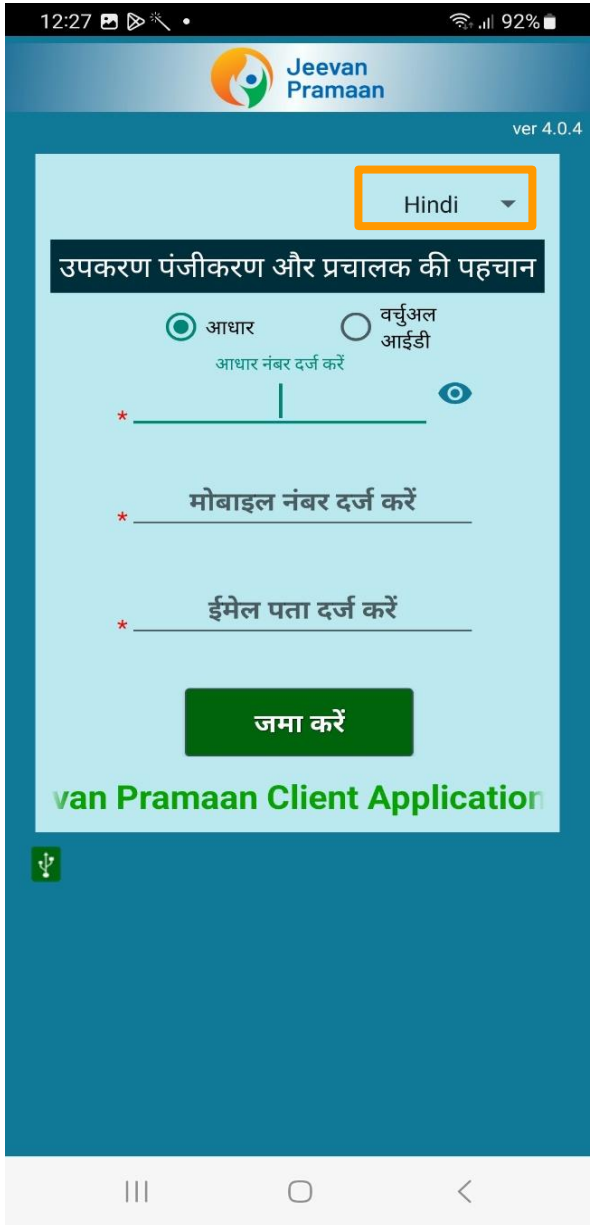
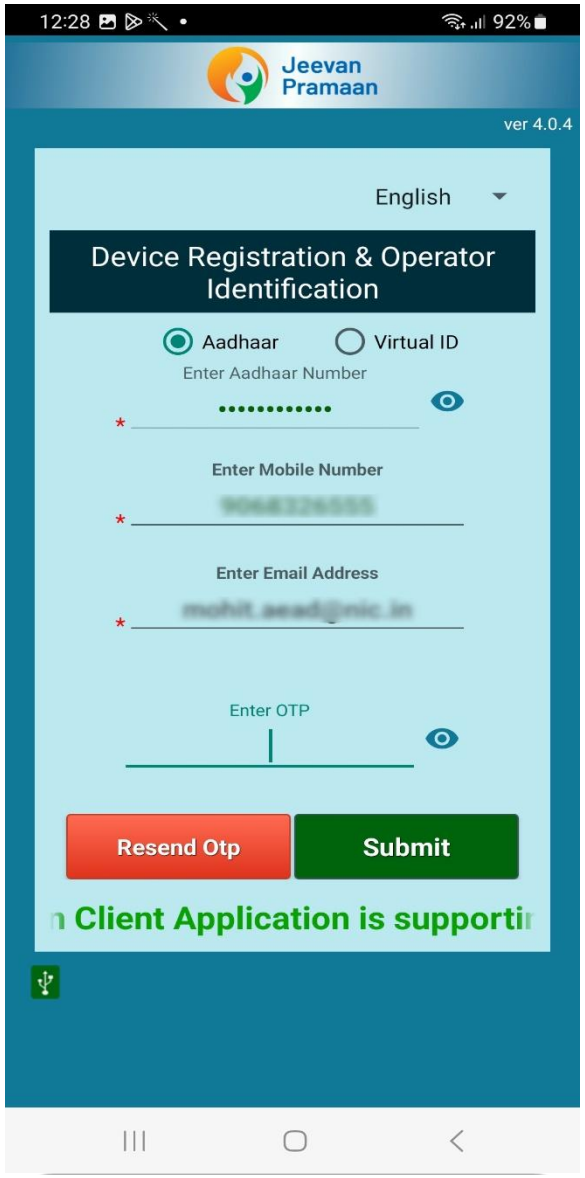


Fig. 2

- The application is multilingual - you can select any of the language from the dropdown at the top right corner (marked in orange box in Fig. 2)
- Fig. 2 shows how the application looks like in Hindi language

Step-3: Device Registration & Operator Identification (one time process)



- ❑ After the Operator has entered the details, he/she will receive an OTP on entered mobile number as well as email.
- ❑ Enter any one of the OTP received and then click on *Submit* button.

(In case OTP is not received click on *Resend OTP* button)

Step-3: Device Registration & Operator Identification (one time process)

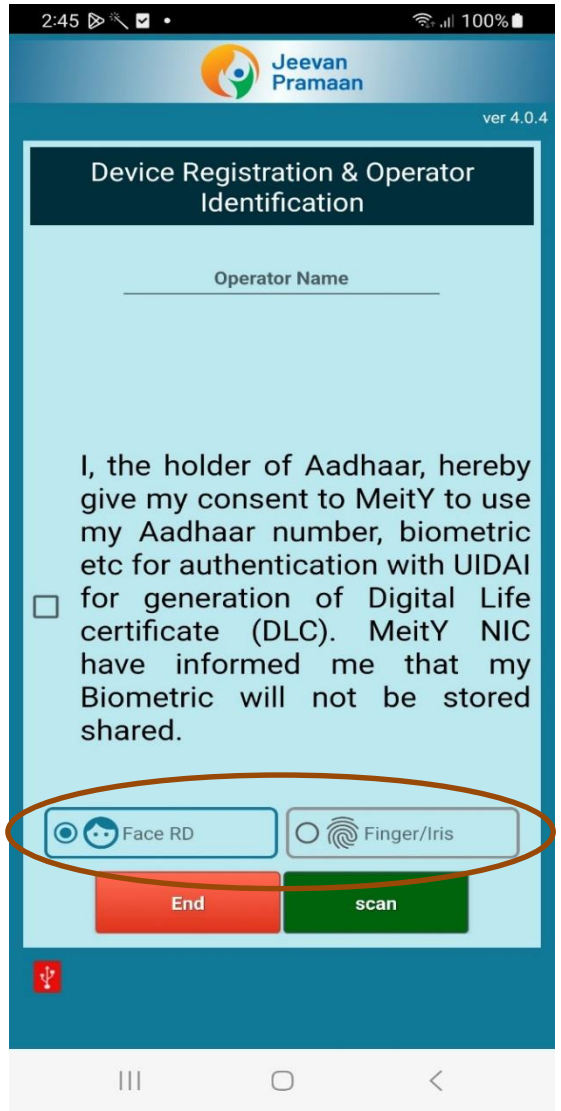


Fig. 1

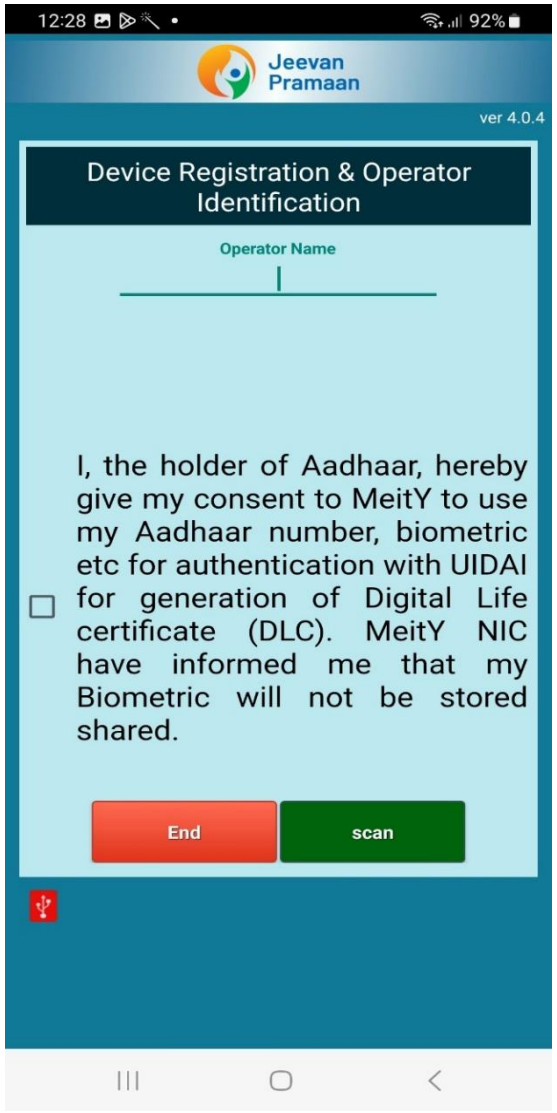
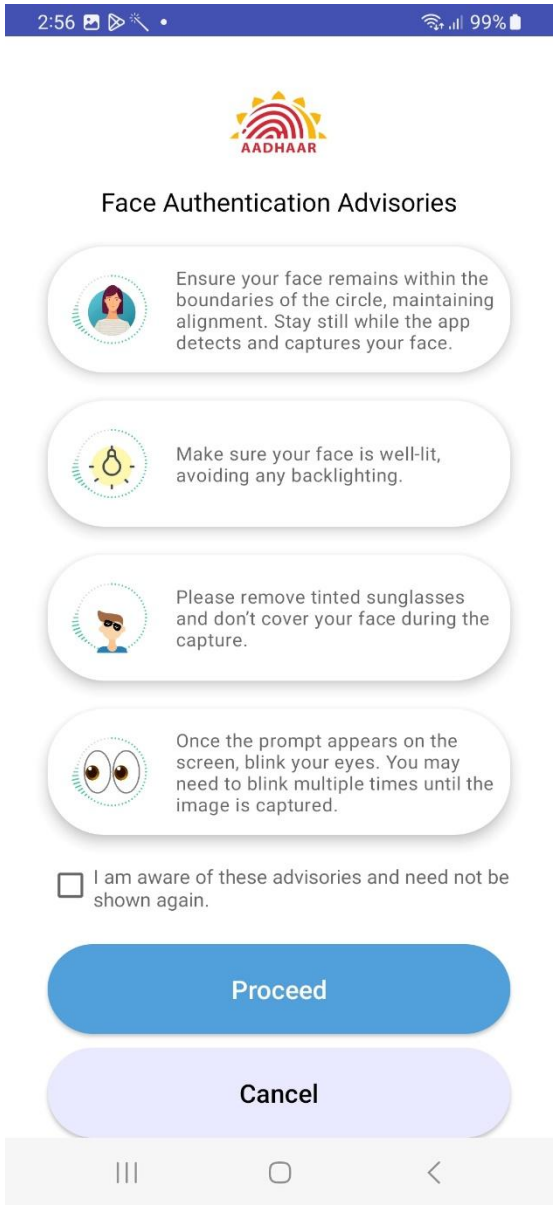


Fig. 2

- ❑ After successful OTP Validation the screen shown on left will appear.
- ❑ The Operator needs to enter name and give consent for authentication by clicking on the checkbox.
- ❑ If both face and biometric RdService is installed and biometric device is connected then user will get two options to select from - Face RD & Finger/Iris as shown in Fig.1 Choose the desired option.
- ❑ If multiple RdService are not installed then application will not show any option and proceeds with available installed RdService (Fig. 2)
- ❑ Click on *Scan* button to proceed for scan.

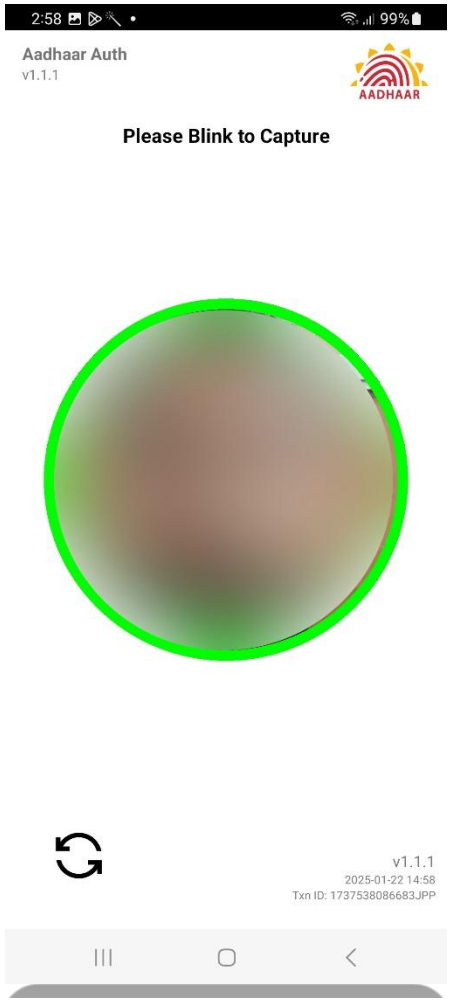
Step-3: Device Registration & Operator Identification (Registration Using Face)

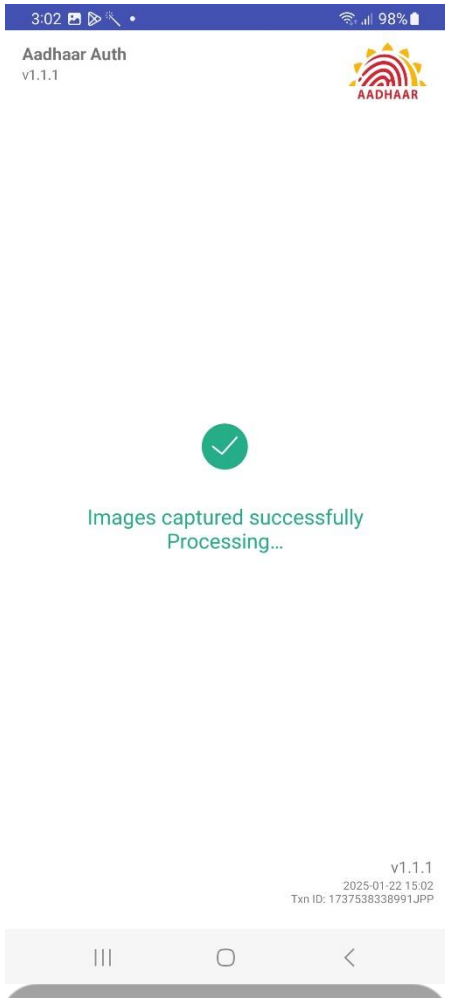


Registration Using Face Authentication

- ❑ The screen shows the instructions for face authentication.
- ❑ Read the instructions carefully, click on the check box and then click on *Proceed*.

Step-3: Device Registration & Operator Identification (Registration Using Face)

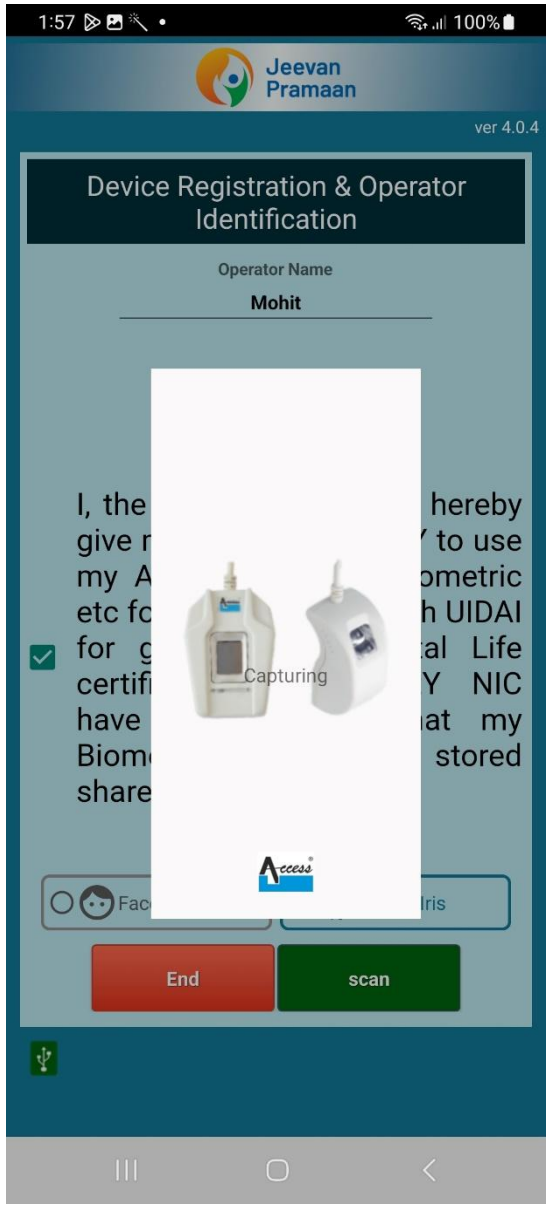




Registration Using Face Authentication

- ❑ You can use the front or rear camera to capture the face.
- ❑ The screen shows the instructions you need to follow while scanning. Face should be within the circle and blink your eyes.
- ❑ Follow the instructions that appear on the screen to successfully complete the face authentication process.

Step-3: Device Registration & Operator Identification (Registration Using Biometric device)



Registration Using Biometric device

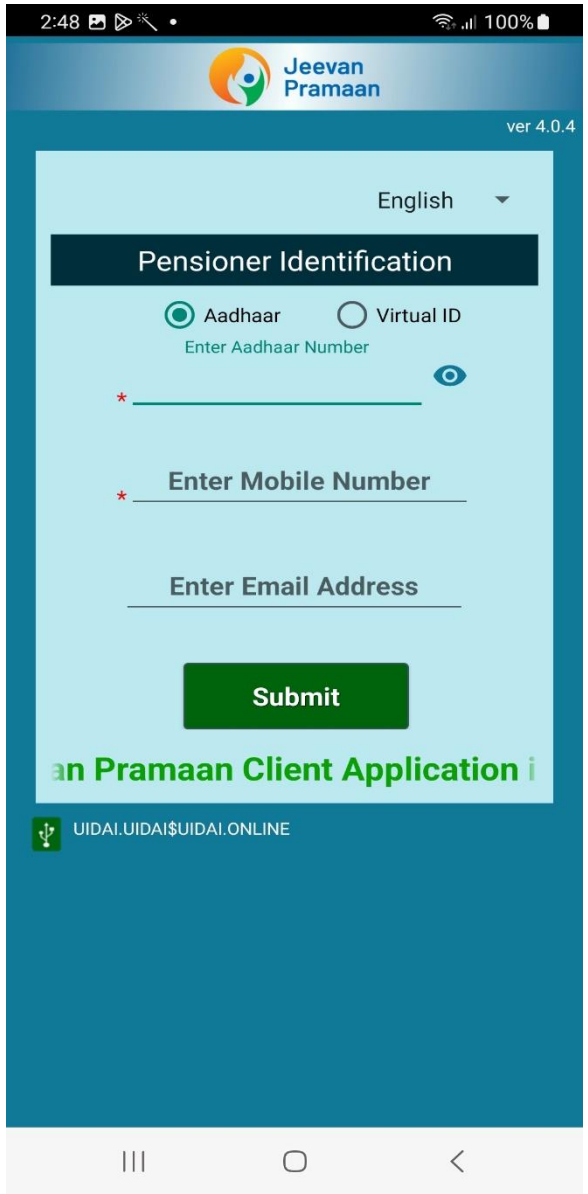
- Place your finger on the biometric device to scan finger print. (or in case using Iris device scan your eye)

Step-3: Device Registration & Operator Identification (one time process)



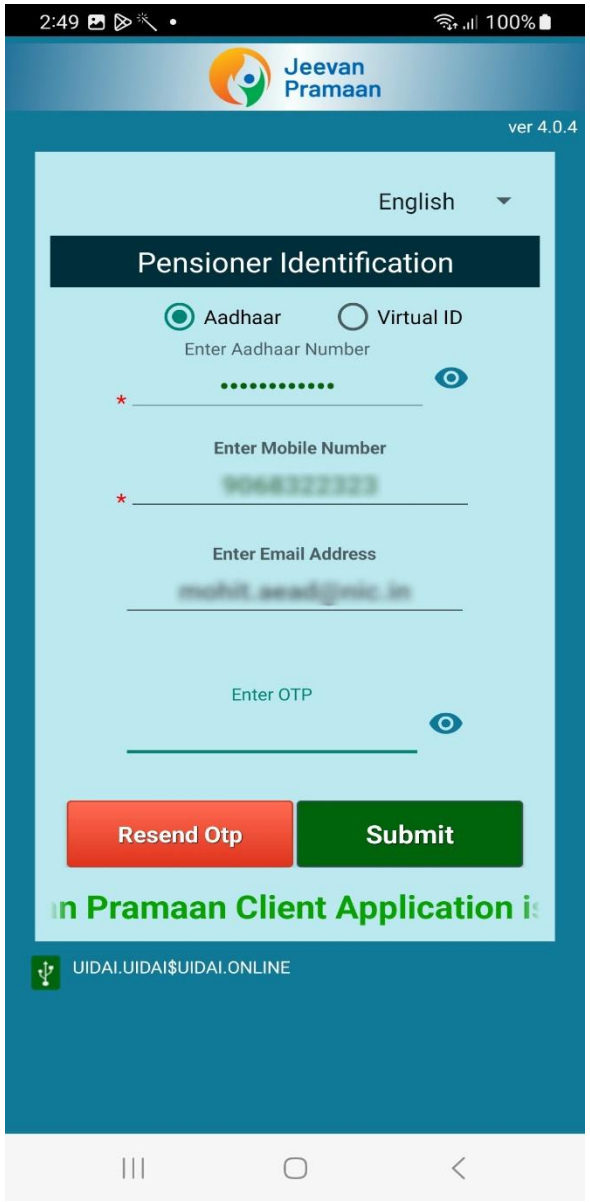
After you have successfully authenticated yourself through face, finger or iris scan, the application restarts itself and a toast is shown “Operator Authentication Successful” which implies that the ‘Device Registration & Operator Identification’ is successfully completed.

Step-4: Pensioner Identification



- Next the Pensioner Identification screen will open. Now whenever you run the application the Pensioner Identification screen will open.
- The pensioner should enter his/her Aadhaar number and mobile number. The email address is optional.
- Next click on the *submit* button you will receive an OTP on the entered mobile number and email (only if the user has provided email)

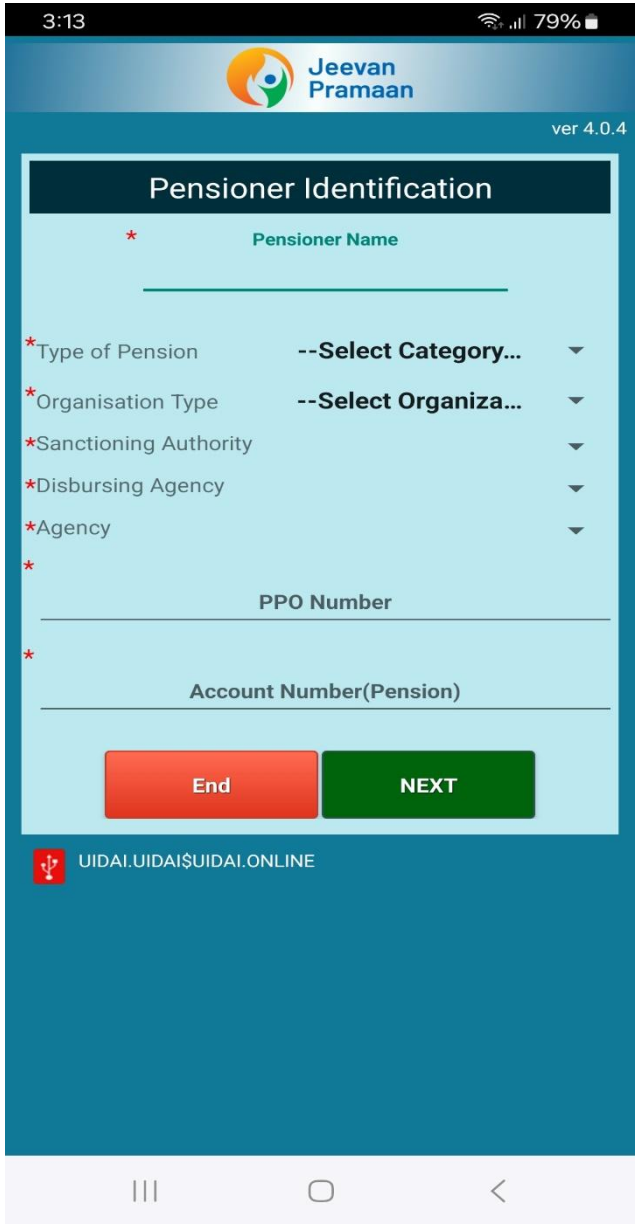
Step-4: Pensioner Identification



- Enter the OTP received and click on *Submit* button to proceed further.

(If OTP is not received, please click on *Resend OTP*)

Step-4: Pensioner Identification



- ❑ After successful OTP Validation the screen shown on left appears. The screen will be either blank or will have prefilled details as shown in the next page.
- ❑ Enter all the details correctly, incorrect information will lead to rejection of Jeevan Pramaan by the Pension Disbursing agency.

Step-4: Pensioner Identification

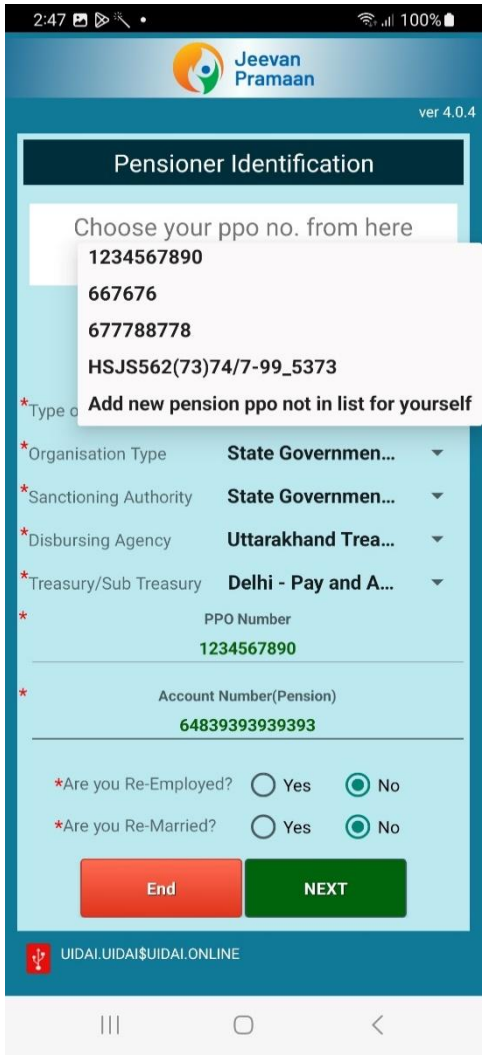


Fig. 1

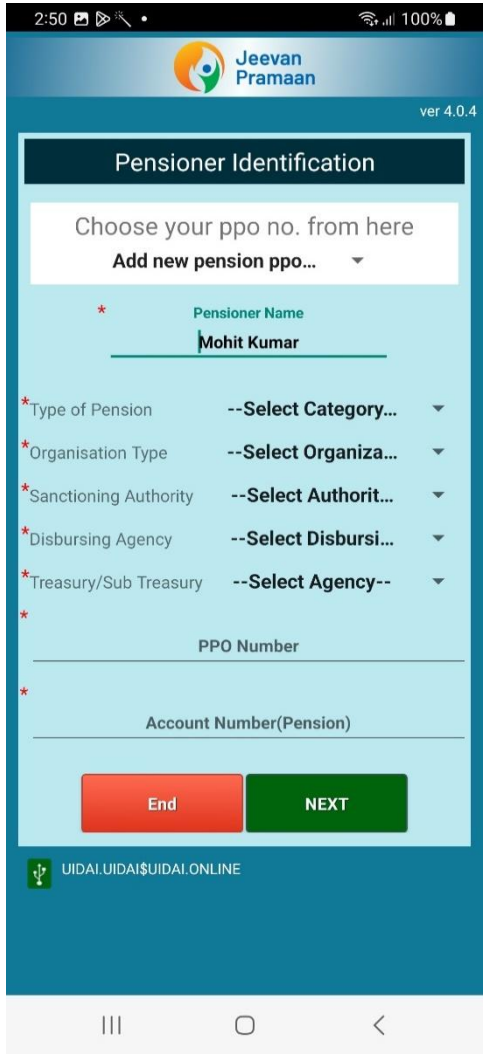
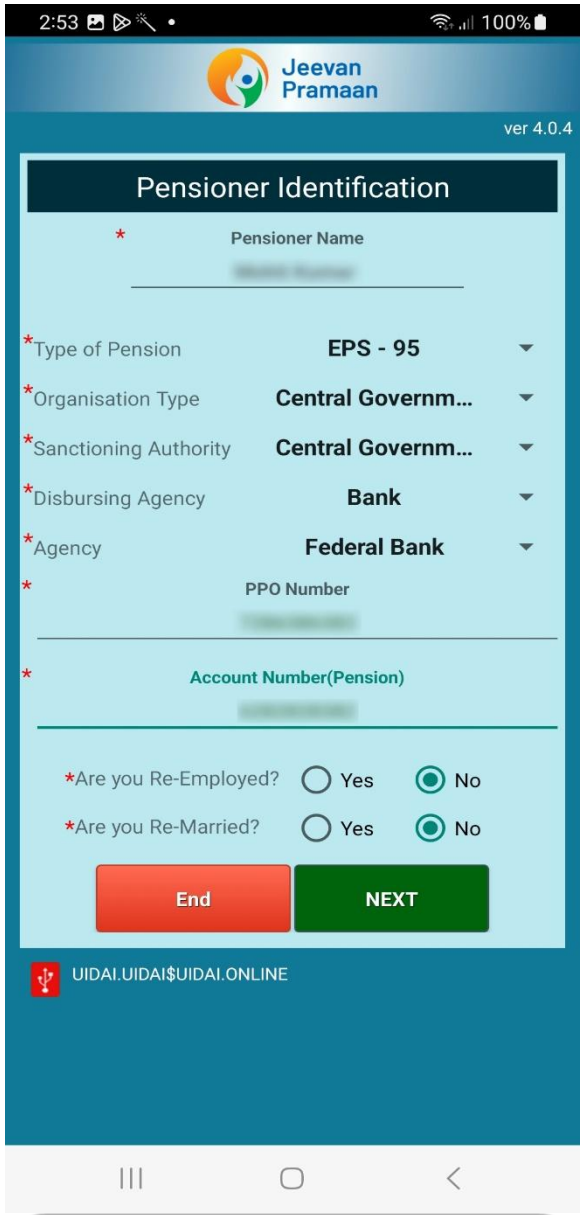


Fig. 2

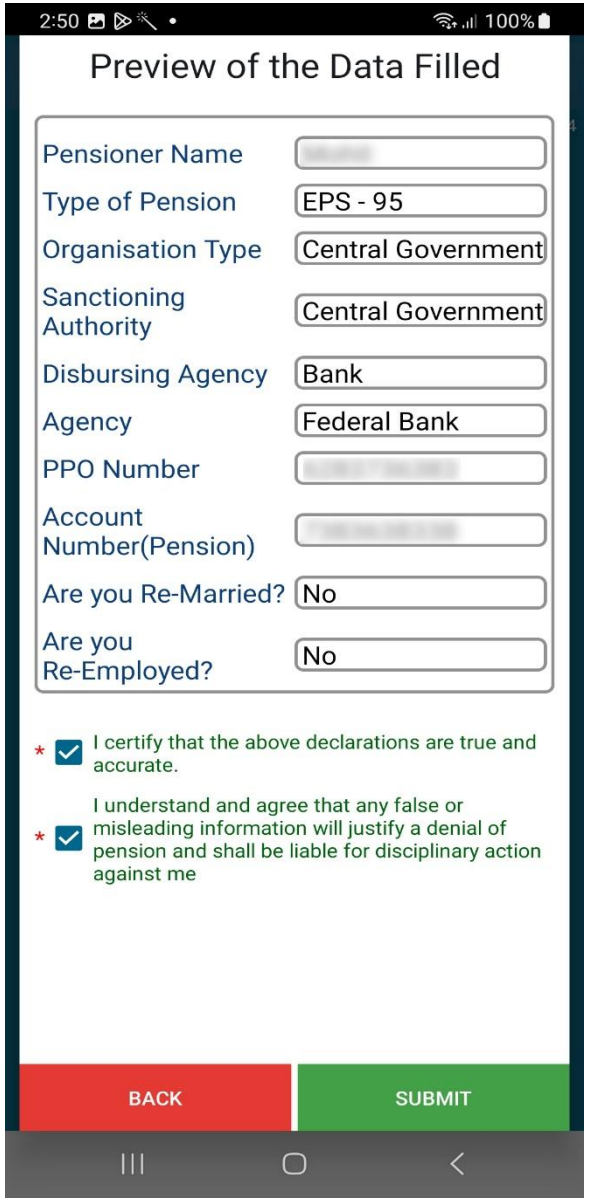
- In case you get the screen with prefilled details, Select the desired PPO No. from the dropdown(fig.1), or if your required PPO No. is not appearing in list select '*Add new pension PPO not in List for yourself*'
- In case user selects a PPO No. from the list, he/she can modify all the details except PPO No.
- In case you select '*Add new pension PPO not in List for yourself*' the non-filled pensioner authentication screen (fig. 2) is displayed and user is required to fill all the details.

Step-4: Pensioner Identification



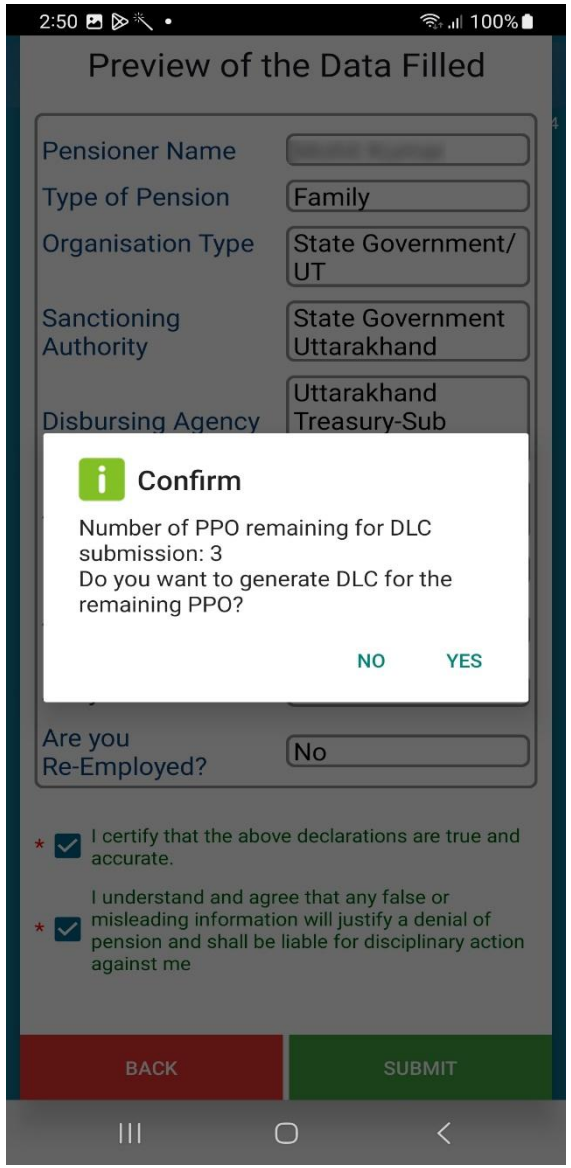
❑ After entering all the details click on *Next* button to proceed further.

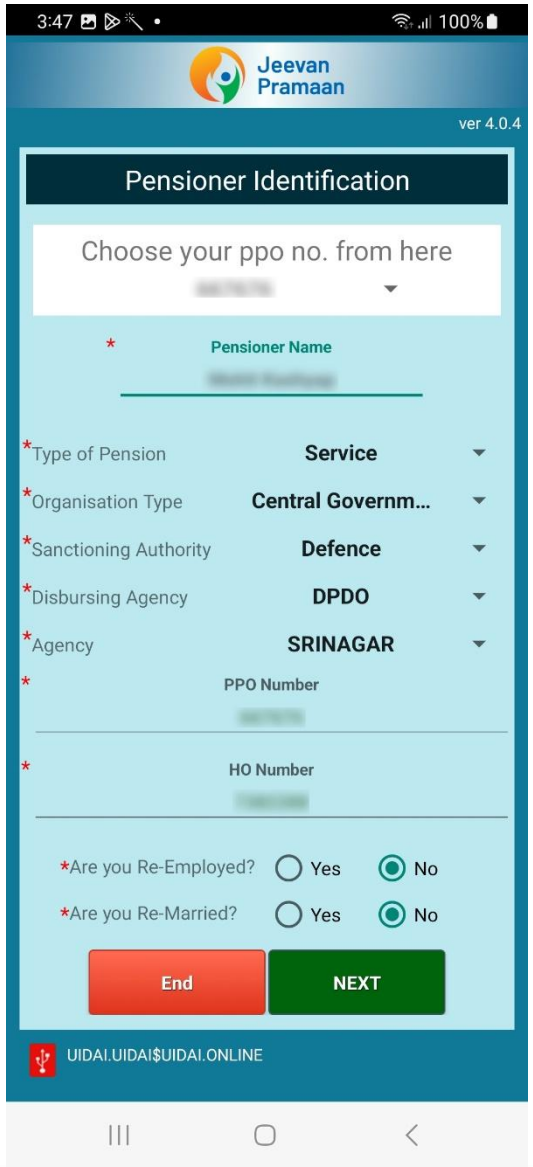
Step-4: Pensioner Identification



- After you click on *Next* button, the preview screen appears as shown in figure on the left.
- The pensioner can preview the data that he/she has filled.
- In case any information entered is incorrect then user can click on *Back* button and edit the data in previous screen.
- If all the data entered is correct then user needs to check on both the check boxes and click on *Submit* button to move forward.

Step-4: Pensioner Identification





- After you click on *Submit* button a pop-up will appear as shown in figure on the left.
- The pop-up asks the pensioner whether he/she wants to generate DLC for the remaining PPO number's apart from the one which has already been entered. Click on Yes if you wish to do so, else click on NO.
- In case user clicks on YES the user will be redirected to the pensioner details screen(page. 21-fig. 1) and the pensioner is required to select from the remaining PPO numbers from the dropdown that he/she wants to add and repeat the process from page 21 onwards.

Step-4: Pensioner Identification

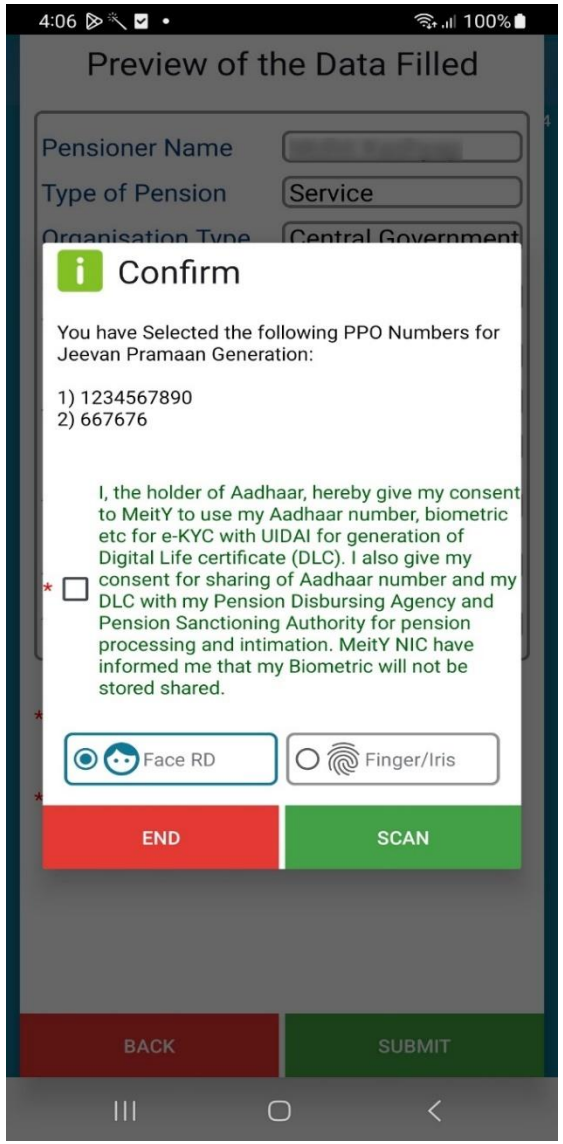


Fig. 1

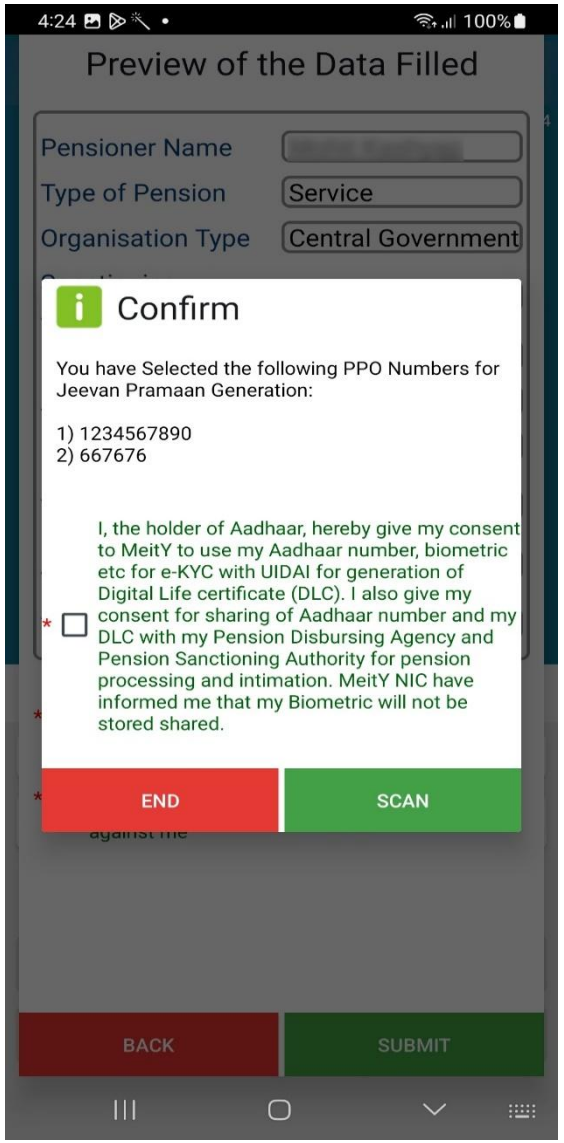
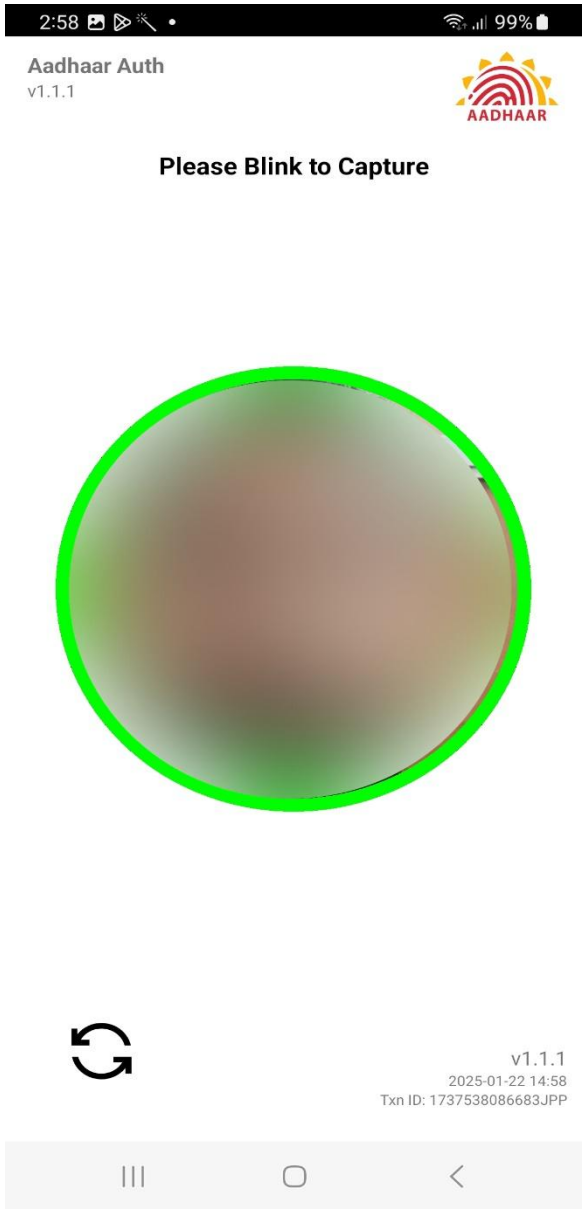
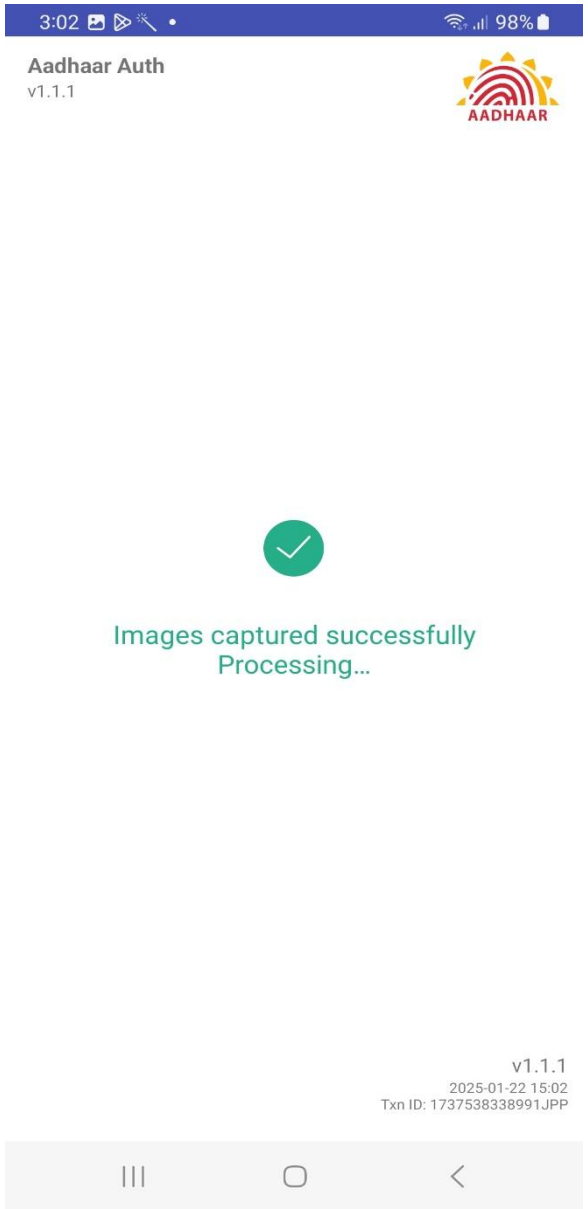


Fig. 2

- On selecting 'NO' in previous screen new pop-up will appear as shown in fig.1, in case both Face and Biometric RdServices is installed then user has to select either FaceRD or Finger/Iris.
- If user has installed only one RdService pop-up will appear as shown in fig.2.
- This pop-up shows all the PPO numbers selected by the pensioner for DLC (Digital Life Certificate) Jeevan Pramaan generation. The pensioner needs to tick the *checkbox* in order to give consent.
- Click on *SCAN* button to proceed further.

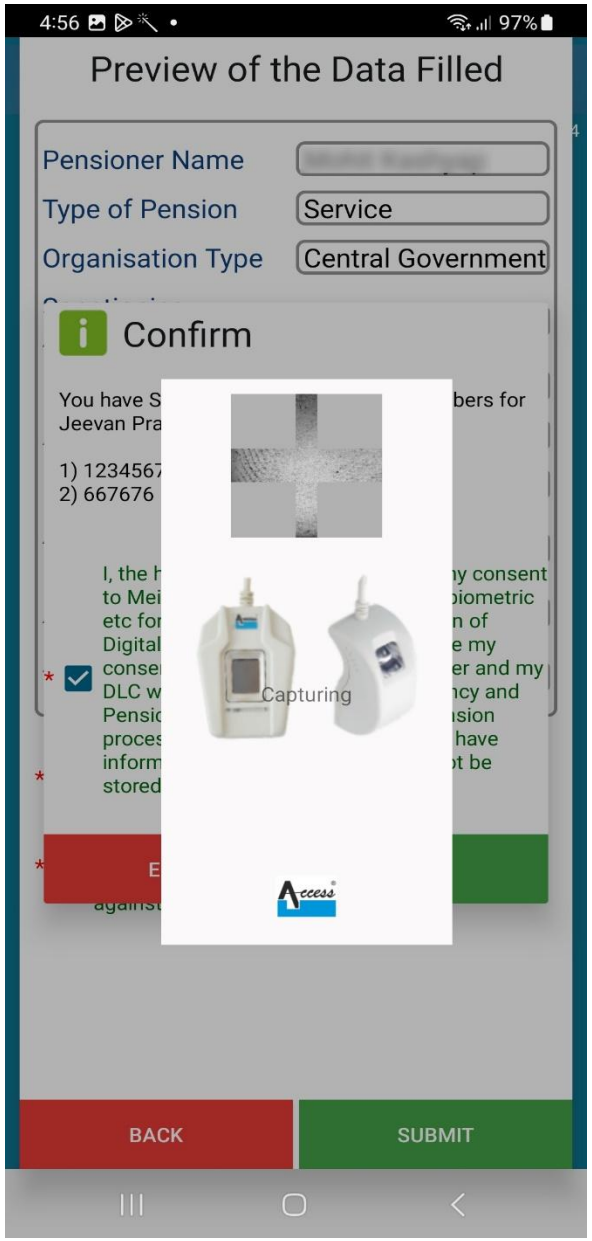
Step-4: Pensioner Identification (Using Face)





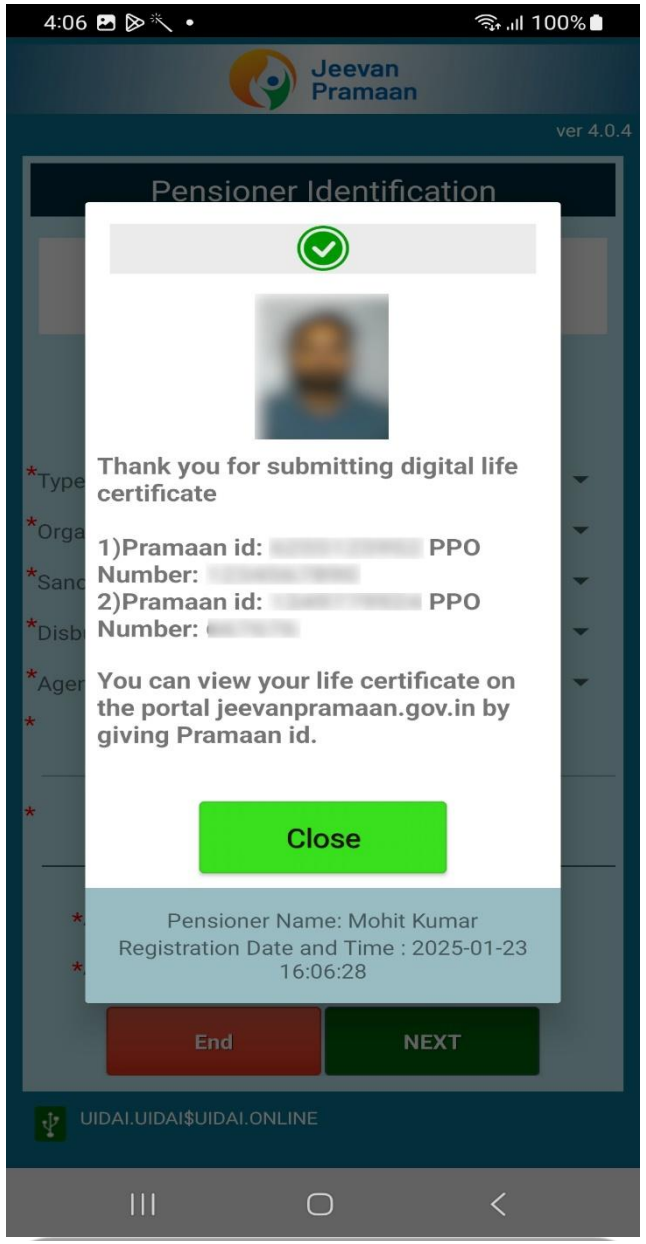
- In case user has selected face scan option or has only face RdService installed the user is required to scan his/her face.
- The screen shows the instructions you need to follow, when scanning face. Refer to page no. 15

Step-4: Pensioner Identification (Using Biometric Device)



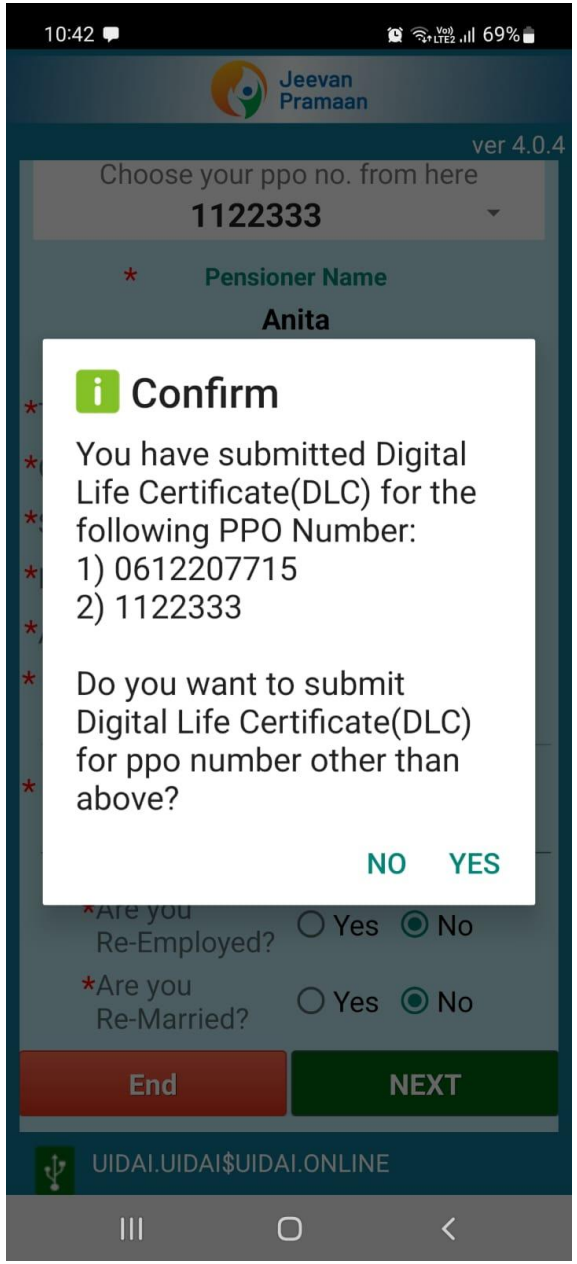
❑ Place your finger on the fingerprint biometric device to scan finger (or if using Iris device scan your eyes)

Step-4: Pensioner Authentication



- Once face, finger or iris authentication is successful, the DLC i.e Jeevan Pramaan is successfully generated and appears on the screen as shown.
- The screen shows the Pramaan-id for each PPO number.
- The pensioner shall also receive a SMS on the mobile number provided during pensioner identification, the SMS contains the Pramaan-id and the link from which the DLC can be downloaded.
- There is no need to physically submit the Digital Life Certificate to the Pension Disbursing Agency as it is automatically forwarded to the Pension Disbursing Agency mentioned by the pensioner in the Pensioner Identification Screen.

Step-4: Pensioner Identification



- After successful generation of DLC, when pensioner clicks on the close button the pop-up shown on left appears.
- The pop-up asks the pensioner whether he/she wants to submit DLC for any other pension/PPO number apart from the ones listed. If the pensioner wishes to do so click on YES else click on NO.
- In case the pensioner clicks on YES, you need to repeat the steps from page 20 onwards
- In case the pensioner clicks on NO, the application closes.

Best Practices for Aadhaar based Face Scan

For proper results ensure:

1. **Position:** For capturing facial image, it is advisable that adjust the camera at the right distance or in the right posture with face.

2. Frontal pose needs to be captured i.e. no head rotation or tilt. The Pensioner should be instructed to be seated properly with their back upright and their face towards the camera.

3. It is strongly recommended that the face should be captured with neutral (non-smiling) expression, teeth closed, and both eyes open and looking into the camera.

4. **Illumination:** Poor illumination has a high impact on the performance of face recognition. Proper and equally distributed lighting mechanism should be used such that there are no shadows over the face, no shadows in eye sockets, No light exactly above the ,can cause shadows. Light should be diffused and placed in front of the Pensioner so that there are no shadows under the eye.

5. **Eye Glasses:** If the person normally wears glasses, it is recommended that the photograph be taken with glasses. However, the glasses should be clear and transparent. Dark glasses /tinted glasses should be taken off before taking the photograph.

Some of the actionable feedbacks in software are:

1. No face Found
2. Enrolee too far
3. Pose (Look Straight)
4. Insufficient lighting
5. Very low face confidence
6. Non-uniform lighting (of face in output image)
7. Incorrect background (in output image)
8. Insufficient lighting (bad grey values in face area of output image)

JEEVAN PRAMAAN APPLICATION

User-Manual

JEEVAN PRAMAAN (DIGITAL LIFE CERTIFICATE)

Benefits

- Jeevan Pramaan version 4.0.x and above allows pensioners to generate DLCs (Digital Life Certificate) for multiple PPOs by using only single biometric authentication.
- Support for Assamese language in addition to English and Hindi is available in the new version of the application.

Requirement

- Operating System - Windows 8 or higher
- Microsoft .Net Framework version 4 - Full (or) Higher
- STQC certified Registered Biometric device is required. List is available on Jeevan Pramaan portal.
- RD Service of the biometric device should be installed on the system and running.(RD Service links are also available on Jeevan Pramaan Portal as well) (Refer to slide number:11)
- Internet connection is required to communicate with Jeevan Pramaan Server.

Process

Step-1: Download and Install Jeevan Pramaan Application from https://jeevanpramaan.gov.in/app/download

(Refer to slide number: 3)

Step-2: Operator Authentication: This is a one time process. Pensioner can be the Operator as well.

(Refer to slide number: 12)

Step-3: Pensioner Authentication: Fill in the pensioner details and Aadhaar based Finger/iris Authentication of Pensioner. (Refer to slide number: 16)

Step-1: Download Jeevan Pramaan Application

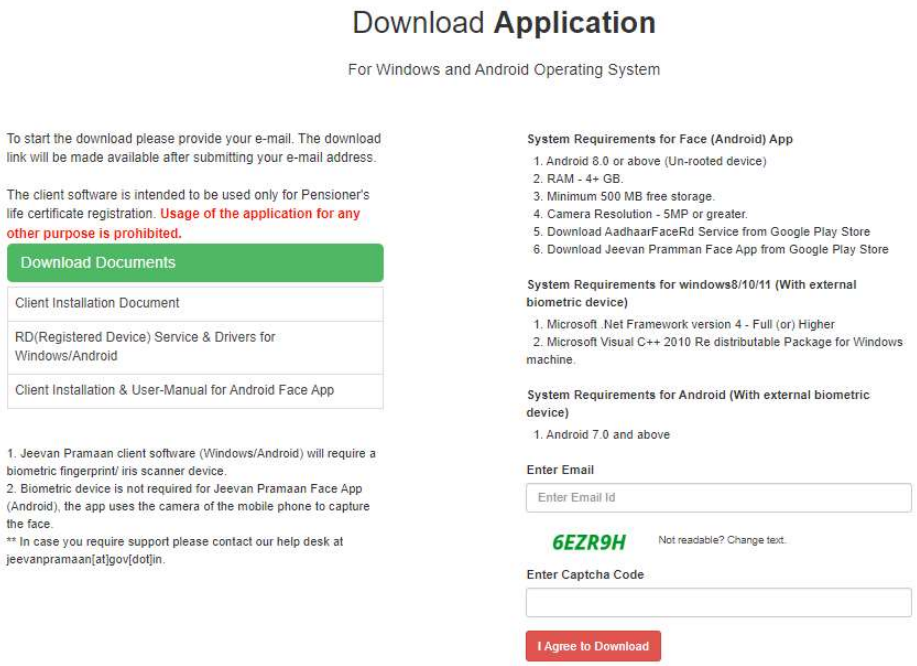
- Open the JeevanPramaan website in any web browser. The URL of the website is https://jeevanpramaan.gov.in .

- Click on the *download* button highlighted in green box as shown in the image below



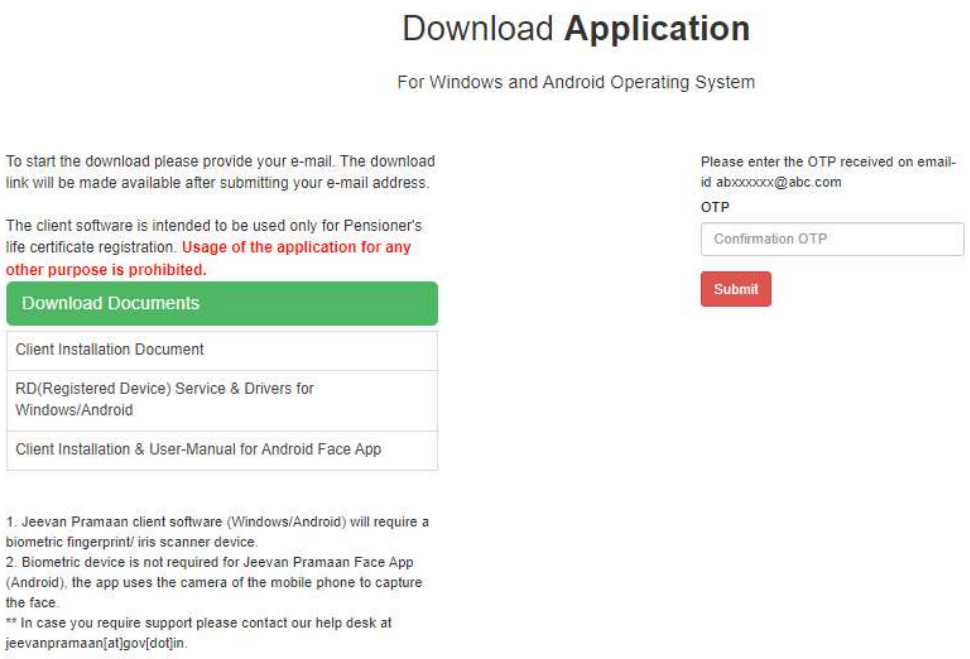
Step-1: Download Jeevan Pramaan Application

- On this page the requirements for different Jeevan Pramaan applications are listed, check whether your device fulfills the requirements before downloading the application
- Enter your e-mail , captcha code and then click on "*I Agree to Download*" button.
- You will receive an OTP in your email account that you have provided



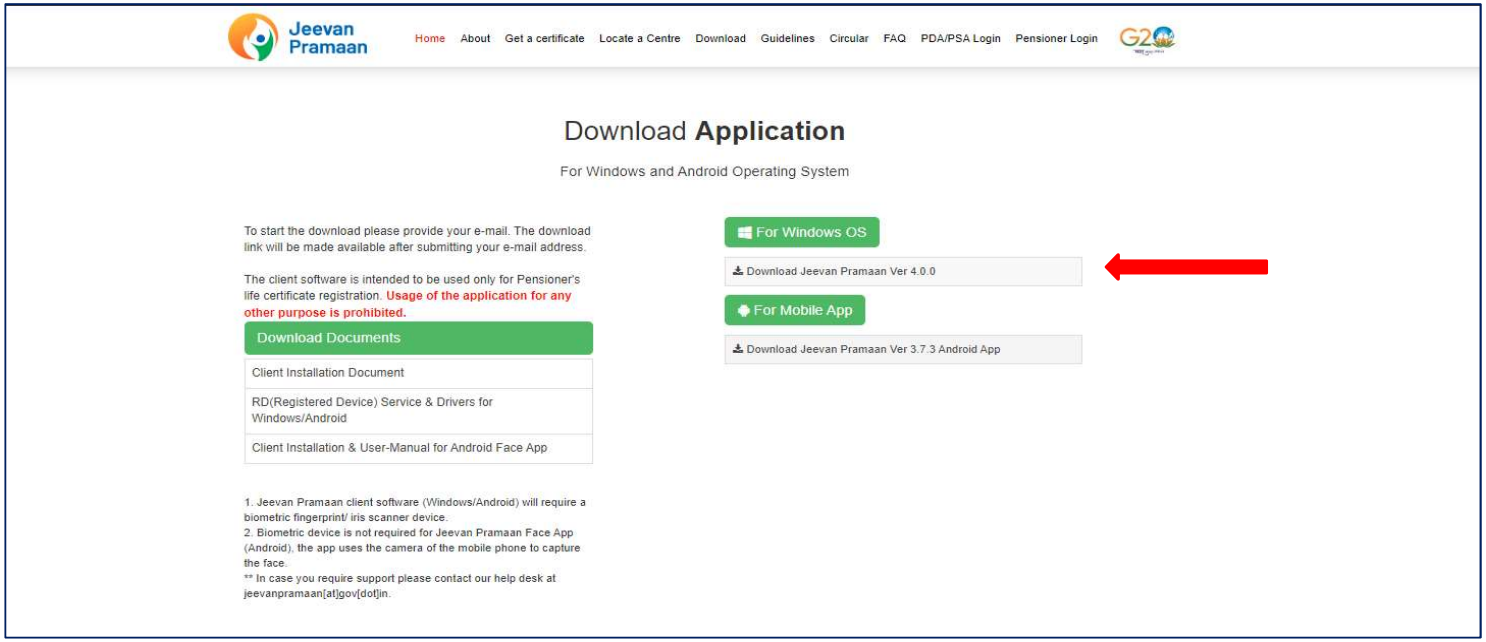
Step-1: Download Jeevan Pramaan Application

- ❑ Enter the OTP received on your e-mail.
- ❑ Click on the "*Submit*" button.



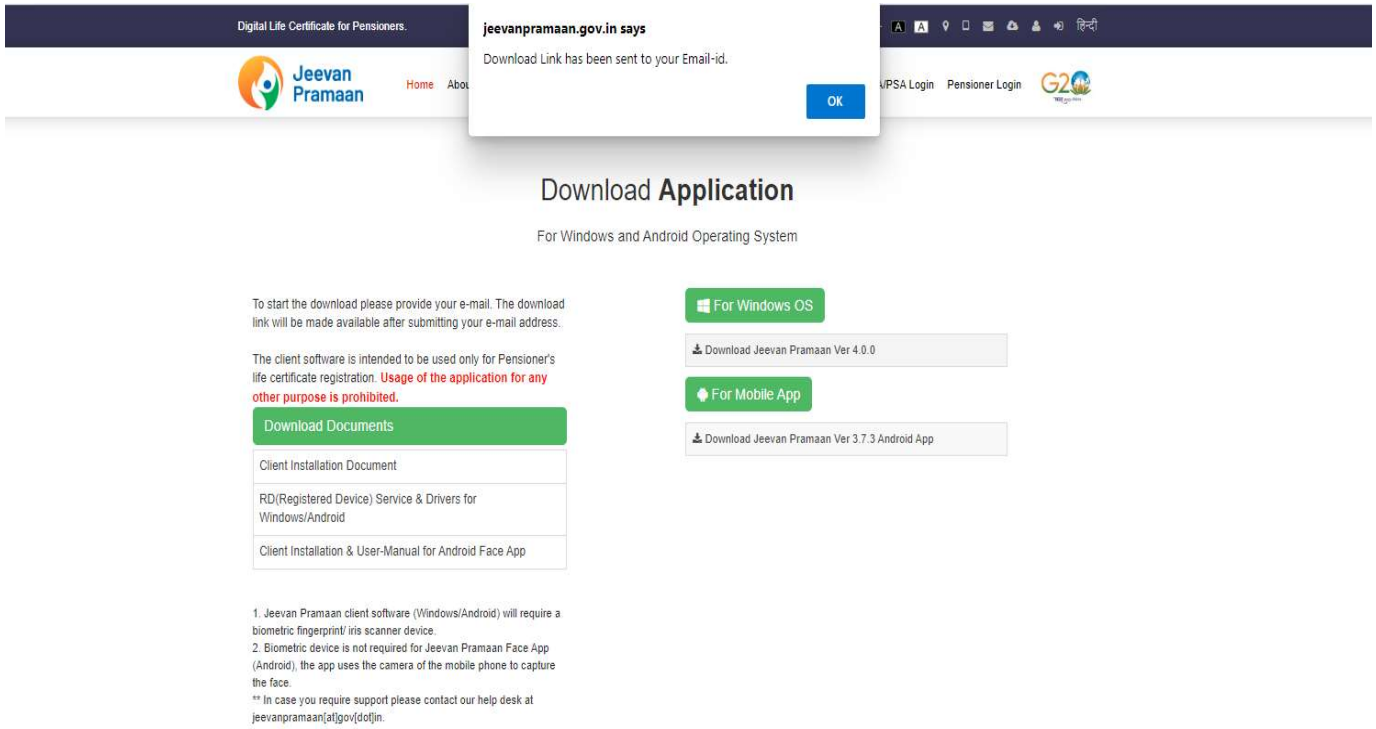
Step-1: Download Jeevan Pramaan Application

- Click on '*Download Jeevan Pramaan Ver 4.0.0* '. You will receive a link on your email-id for downloading the application.
- Click on '*Download Jeevan Pramaan Ver 3.7.3 Android App*' if you wish to download Mobile App (requires Biometric Device).



Step-1: Download Jeevan Pramaan Application

- The link to download the application is sent to your e-mail.
- Click on "*OK*" button



Step-1: Download Jeevan Pramaan Application

- You will receive the below mail on your e-mail ID. There is a link provided for downloading the application.
- The link shall work only once. Pl. note if you get 'session token expired' message, the download procedure has to be repeated.

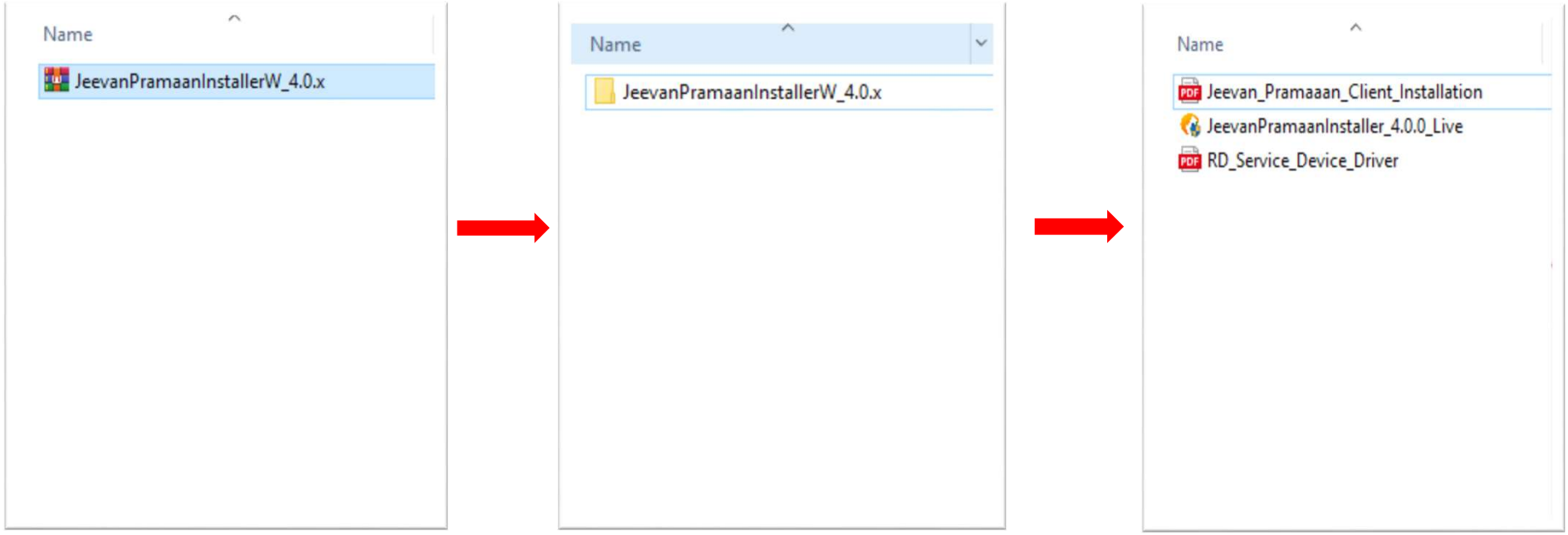


Installation of Jeevan Pramaan Windows Application

- Prior to installing Jeevan Pramaan application, download and install the RD service pertaining to your device Pl. refer slide no. 11 for this.

- Extract the downloaded Jeevan Pramaan installer zip file. It contains the Jeevan Pramaan installer, Jeevan Pramaan Client Installation document and RD Service Device Driver which contains the links to RD service for different devices supported by the Jeevan Pramaan Application.

- You will find an installer by name "JeevanPramaanInstaller_4.0.0_Live.exe". Run the installer as administrator

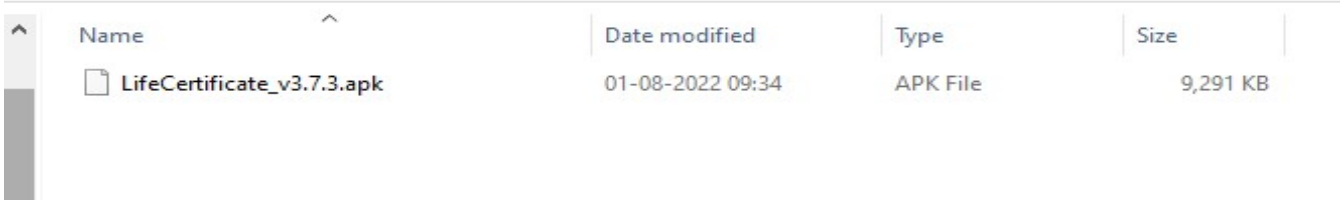


Installation of Jeevan Pramaan Android Application

- Prior to installing Jeevan Pramaan Android application, download and install the RD service pertaining to your device Pl. refer slide no. 11 for this. You can also download the RD service pertaining to your device from play store as well.

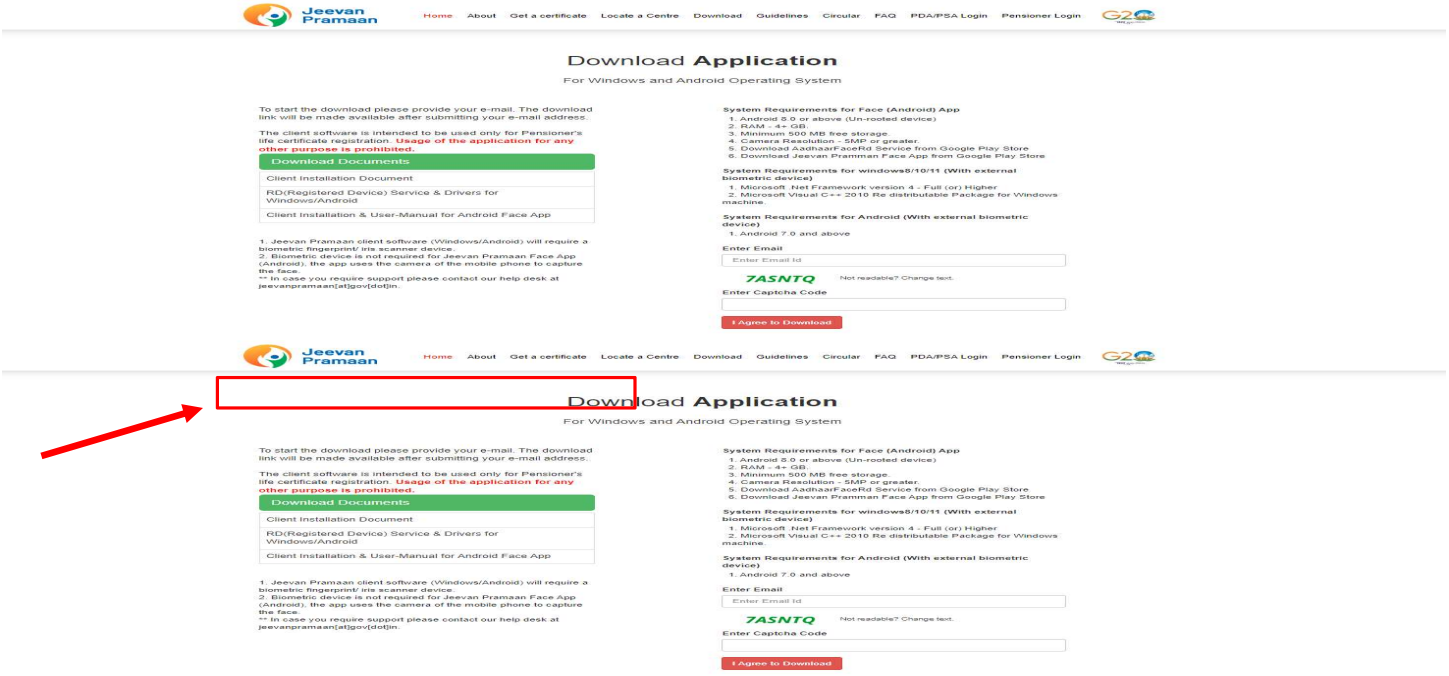
- You will find the Jeevan Pramaan Android Application apk by name "LifeCertificate_v3.7.3.apk" as shown in the image below.

- Run the apk to proceed towards the installation of the application.

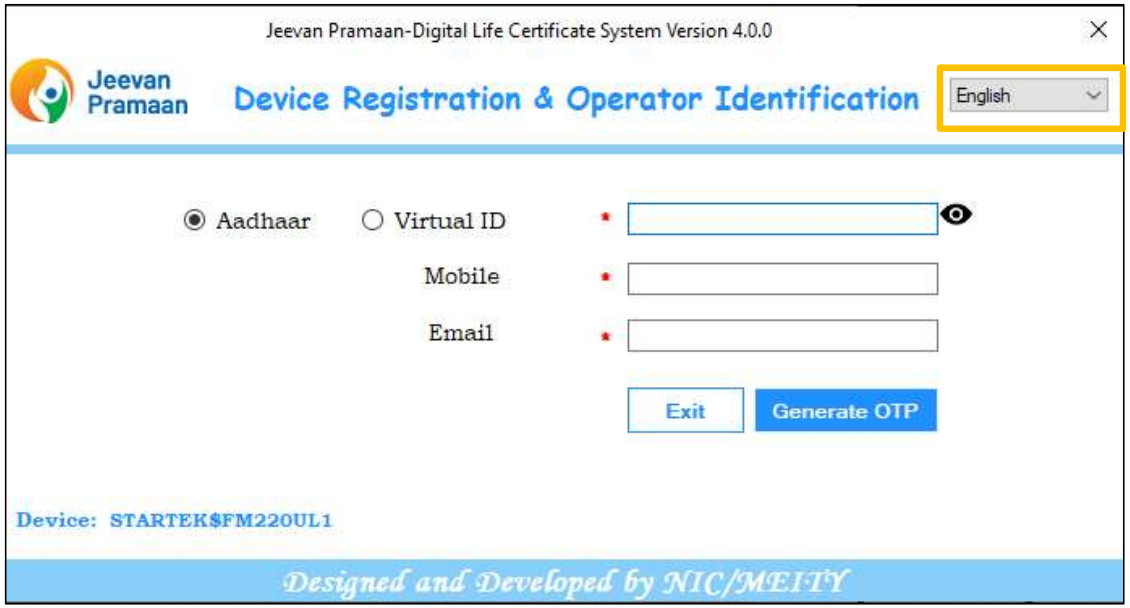


Installation of RD Service

- Prerequisite – Internet Connection is required to communicate with the biometric-device server
- 1) Download the 'RD service setup and drivers' and 'user manual' for your particular biometric device from the link https://jeevanpramaan.gov.in/package/download
- 2) Install the RD Service as per the installation instructions provided in the installation/user manual
- 3) Plug in biometric device, 'device ready to use' or 'device inserted' notification shall come up as shown below.
- 4) In case of issues related to RD service activation, software etc, please contact device manufacturer/provider.

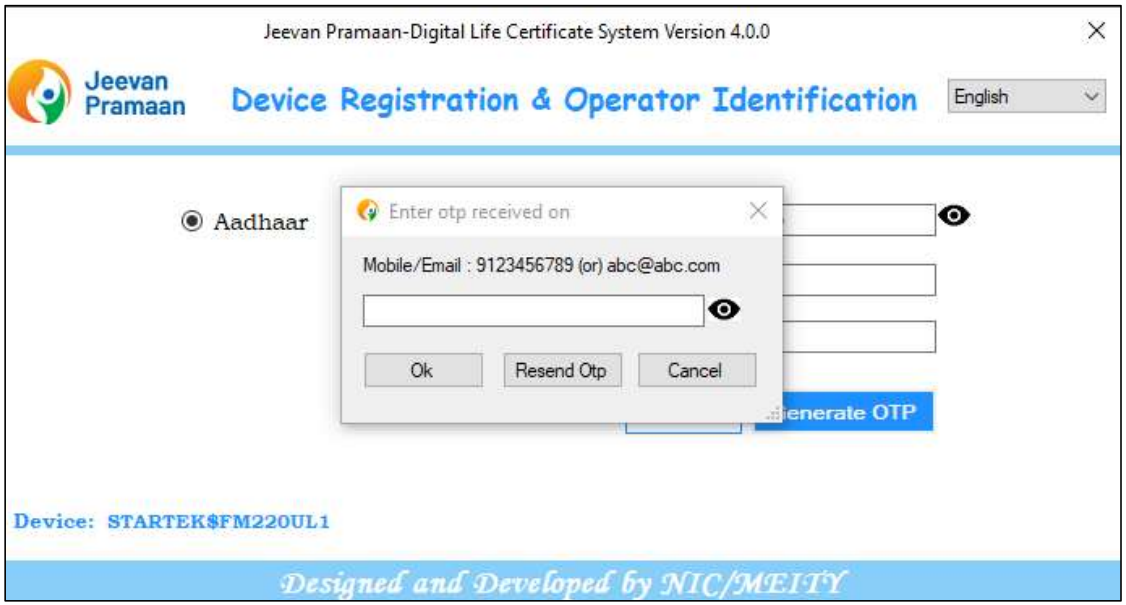


Step-2: Device Registration & Operator Identification (this is a one time process)



- ❑ After you have successfully installed the Jeevan Pramaan Application, run the application.
- ❑ The Application is available in multiple languages - you can select English, Hindi or Assamese from the dropdown at the top right corner (marked in orange box in figure shown on the left side)
- ❑ The very first step is Operator Authentication and it is a one-time process. Any person can act as an operator. The pensioner can also act as an operator
- ❑ The operator needs to enter his/her Aadhaar number, mobile number and e-mail and click on Generate OTP button.
- ❑ The mobile number need not be linked with Aadhaar, you can enter any mobile number but make sure you have it as you will receive an OTP on the mobile and email-id provided

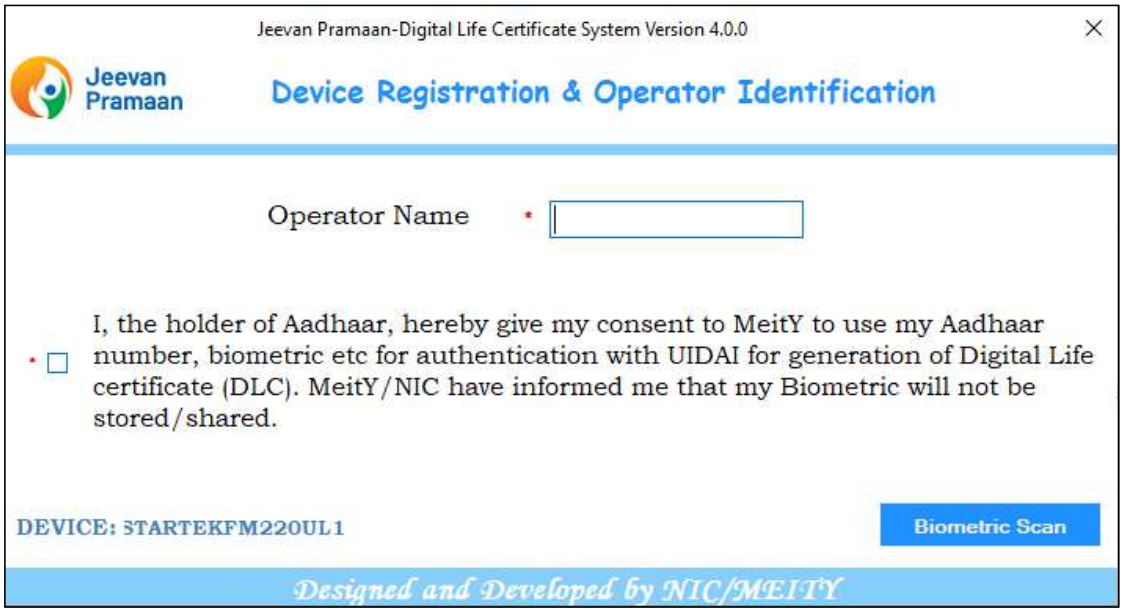
Step-2: Operator Authentication (this is a one time process)



- After the Operator has entered the details, he/she will receive an OTP on entered mobile number as well as email.
- Enter any one of the OTP received and then click on *Ok* button.

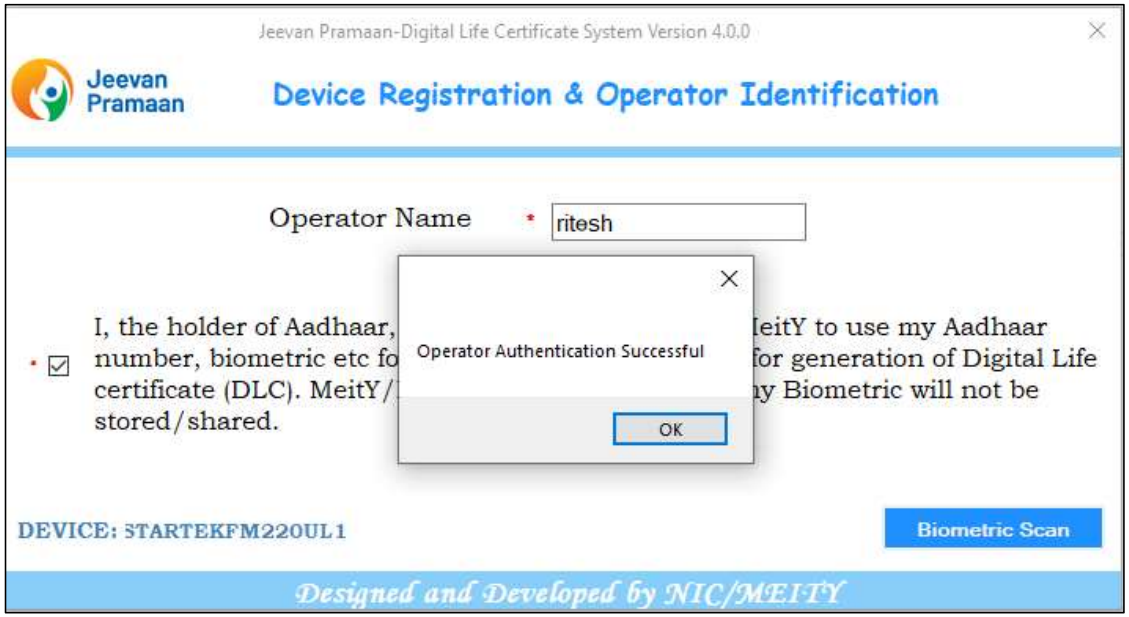
(In case OTP is not received click on *Resend OTP* button)

Step-2: Operator Authentication (this is a one time process)



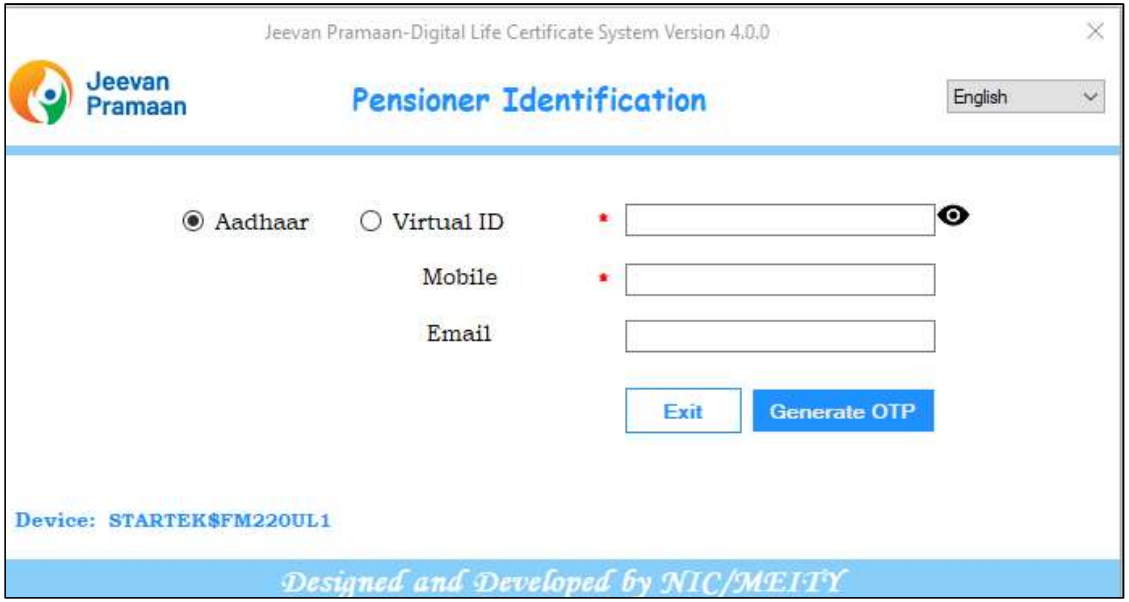
- ❑ After successful OTP Validation the screen shown on left will appear.
- ❑ The Operator needs to enter name and give consent for authentication by clicking on the checkbox.
- ❑ Click on *Biometric Scan* button to proceed towards finger/iris scan

Step-2: Operator Authentication (this is a one time process)



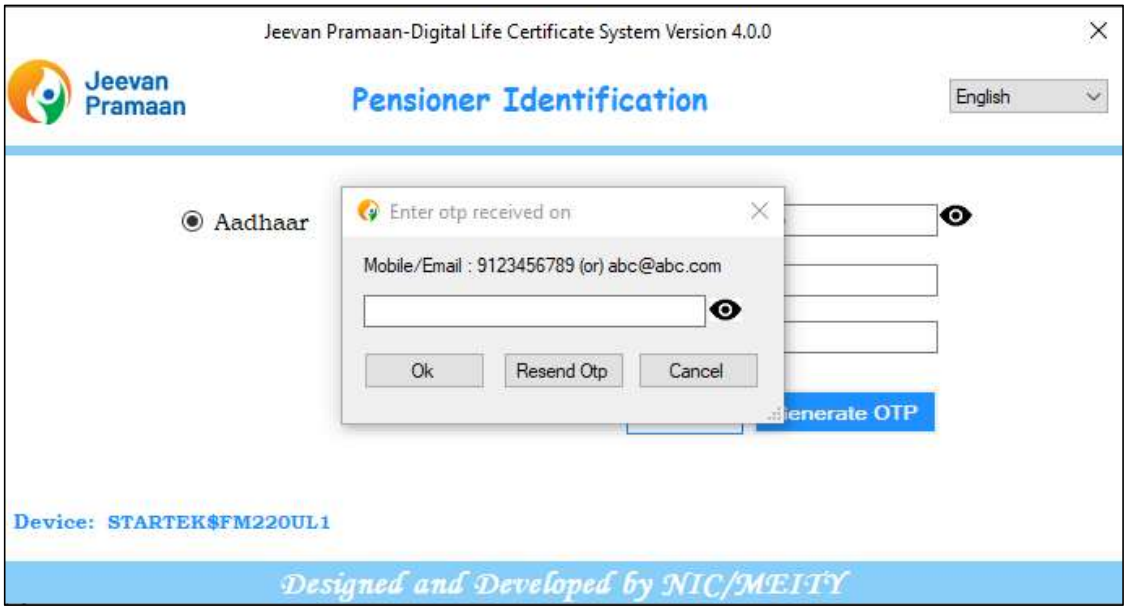
❑ After you have successfully authenticated yourself through finger/iris scan, the application will show a pop "Operator Authentication Successful" which states that the Operator Registration is successful and the application restarts itself.

Step-3: Pensioner Authentication



- Next the Pensioner Authentication screen will open. Now whenever you run the application the Pensioner Authentication screen will open.
- The pensioner should enter his/her Aadhaar number and mobile number. The email address is optional.
- Next click on the *Generate OTP* button you will receive an OTP on the entered mobile number and email (only if the user has provided email)

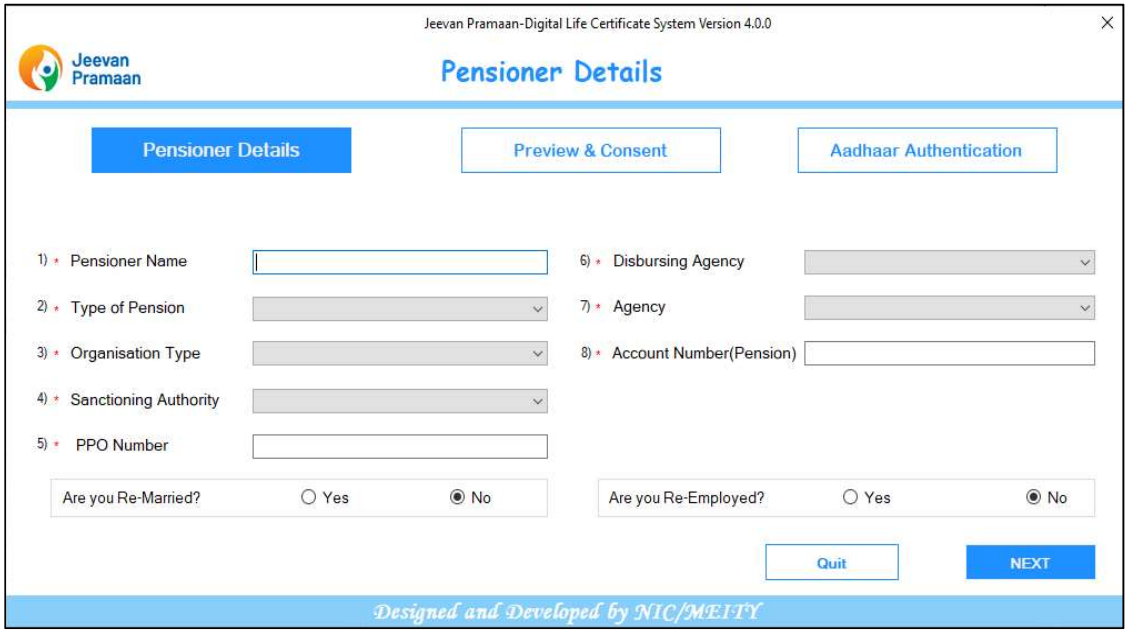
Step-3: Pensioner Authentication



- Enter the OTP received and click on *Ok* button to proceed further.

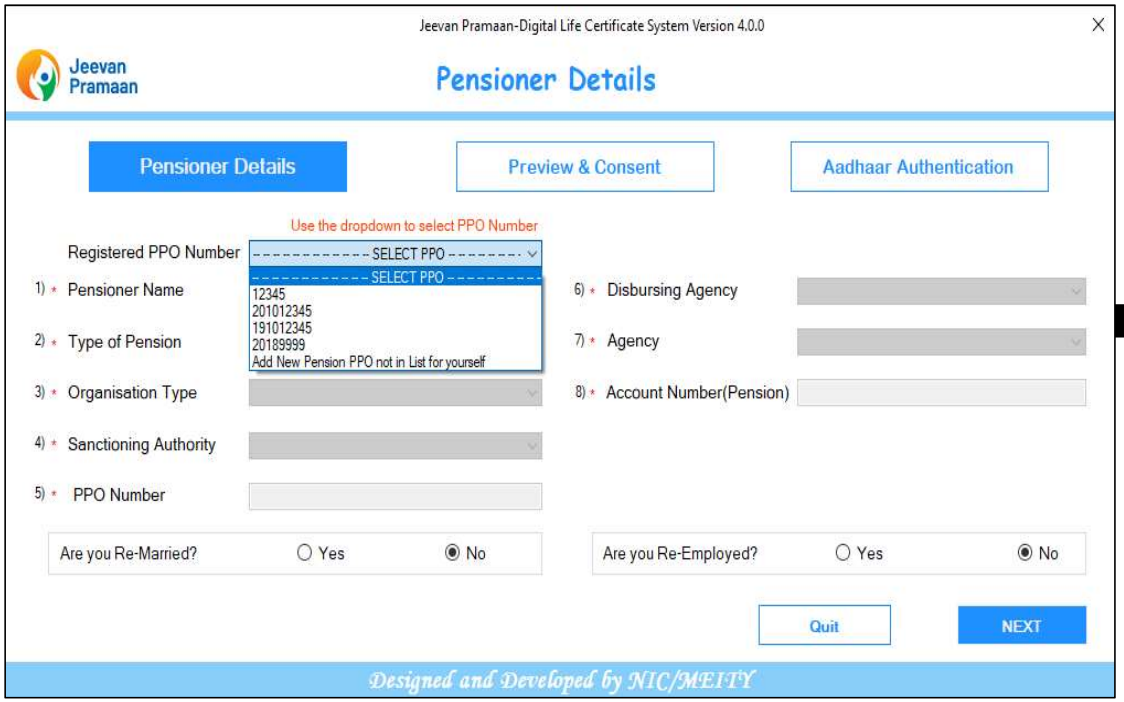
(If OTP is not received, please click on *Resend OTP*)

Step-3: Pensioner Authentication



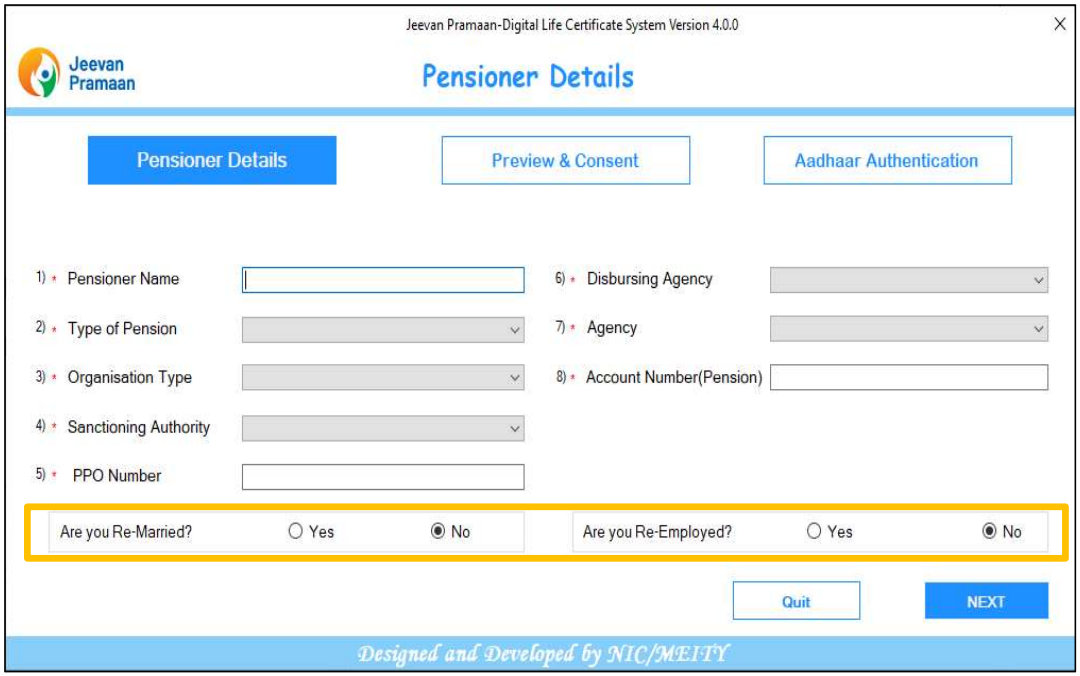
- After successful OTP Validation the screen shown on left appears. The screen will be either blank or will have prefilled details as shown in the next slide.
- Enter all the details correctly, incorrect information will lead to rejection of Jeevan Pramaan by the Pension Disbursing agency

Step-3: Pensioner Authentication



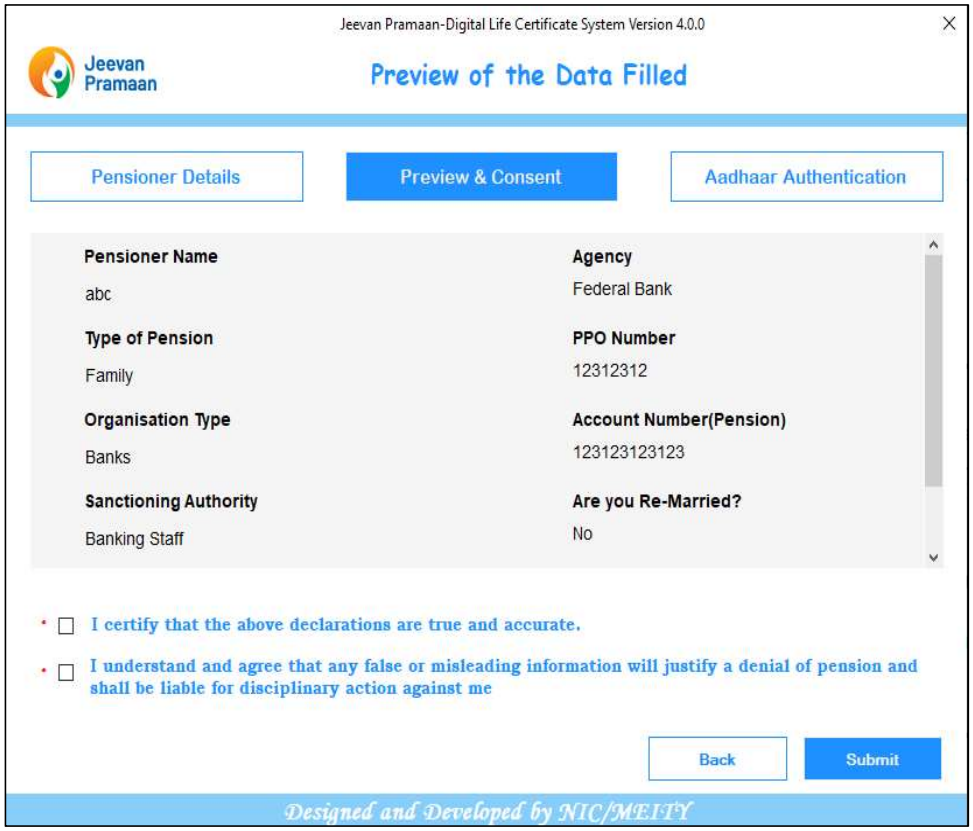
- In case you get the screen with prefilled details, Select the desired PPO Number from the dropdown, or you can select '*Add new pension PPO not in List for yourself*' if you want to add a new PPO Number which is not appearing in list and fill in the pension details.
- In case user selects a PPO Number, he/she can modify all the details except PPO Number.
- After entering all the details click on "NEXT" button

Step-3: Pensioner Authentication



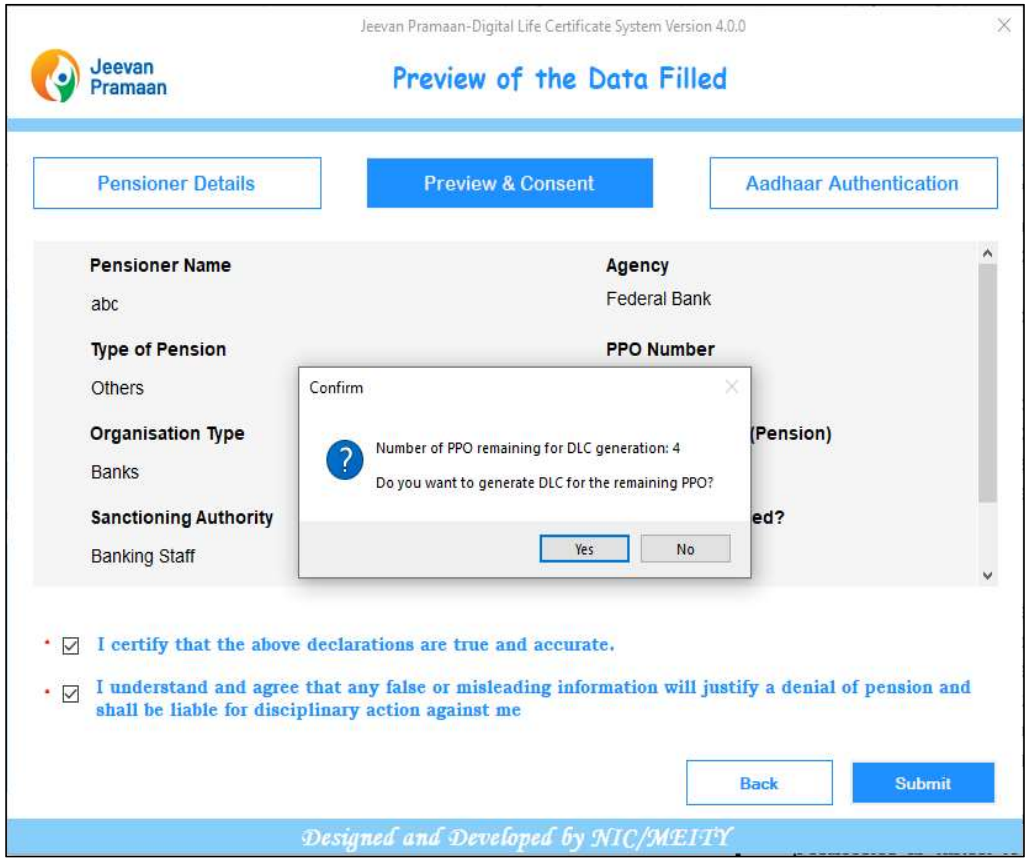
- ❑ the pensioner needs to add Re-marriage and Re-Employment details.
- ❑ In case the pensioner is re-employed or re-married, he/she is not allowed to submit DLC using the application, the pensioner needs to submit the required certificates to their pension disbursing agency.

Step-3: Pensioner Authentication



- This window shows the preview of all the details entered by the pensioner, make sure they are all correct and then tick both the *checkboxes* stating that the information entered is accurate
- click on *Submit* button to proceed further.

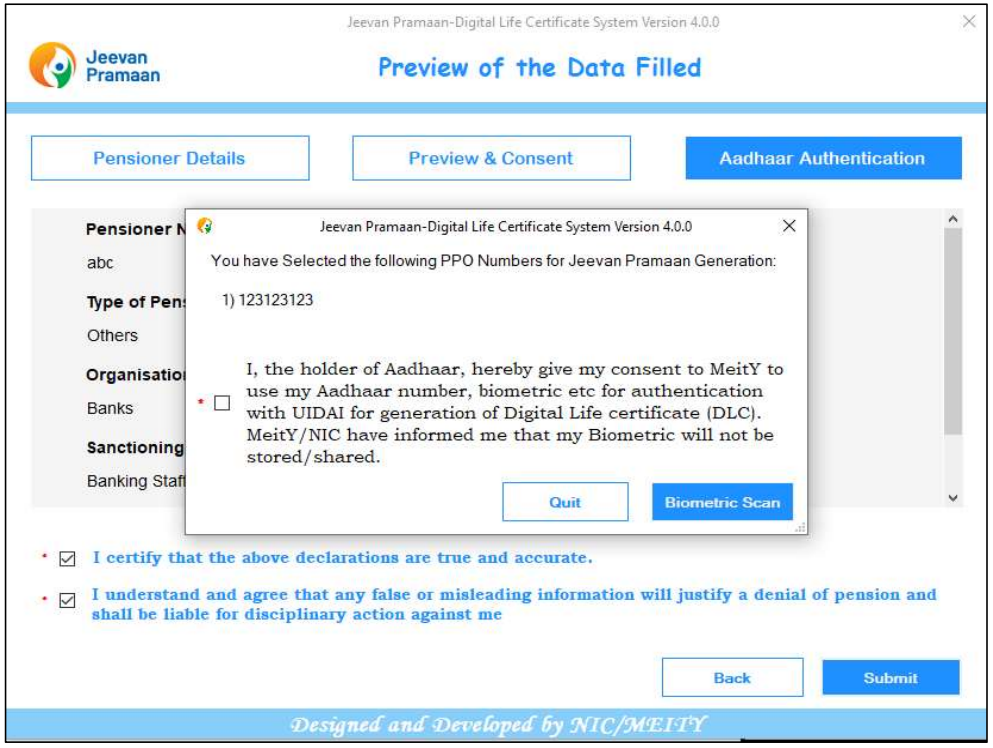
Step-3: Pensioner Authentication



NOTE: This screen will not appear if the pensioner has only one PPO Number/Pension.

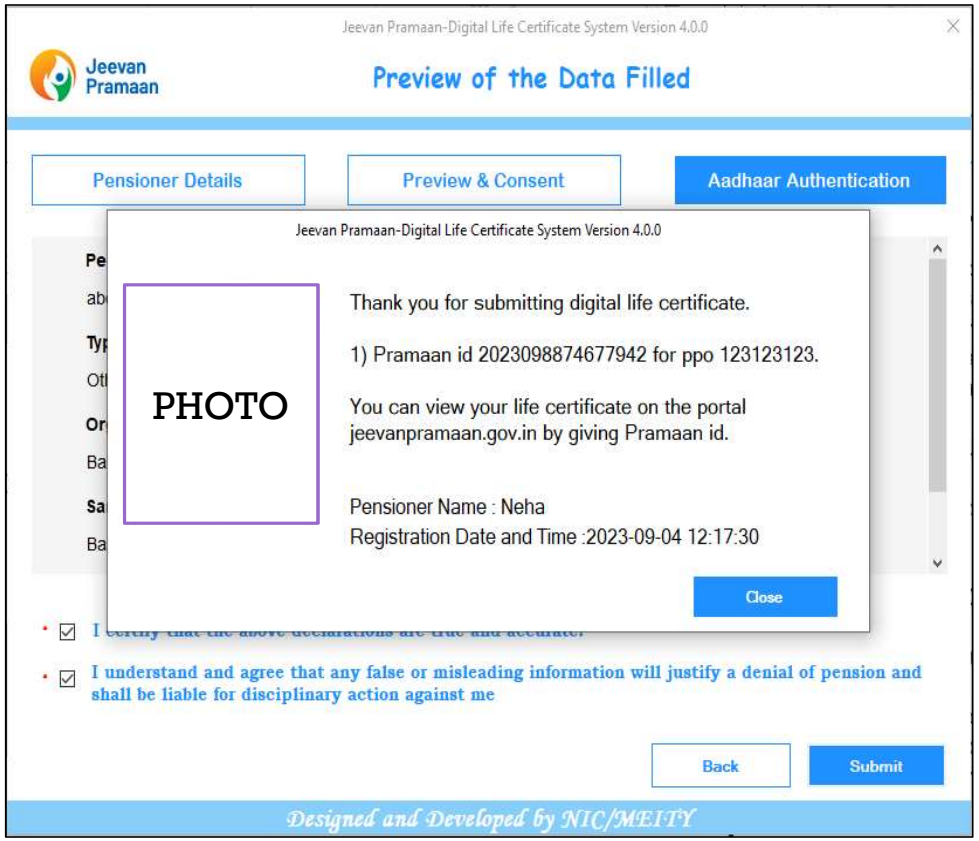
- In case the pensioner has multiple pensions then the pop-up shown on left appears which shows the number of PPOs remaining for DLC generation.
- The pop-up asks the pensioner whether he/she wants to generate DLC for the remaining PPO number's apart from the one which has already been entered . Click on Yes if you wish to do so else click on NO.
- In case user clicks on YES the user will be taken to the pensioner details screen (as shown on slide number 19) and the pensioner is required to select the remaining PPO numbers from the dropdown that he/she wants to add and repeat the process from slide 19 onwards.
- In case the user clicks on NO, the pensioner is taken to the screen on slide number 23.

Step-3: Pensioner Authentication



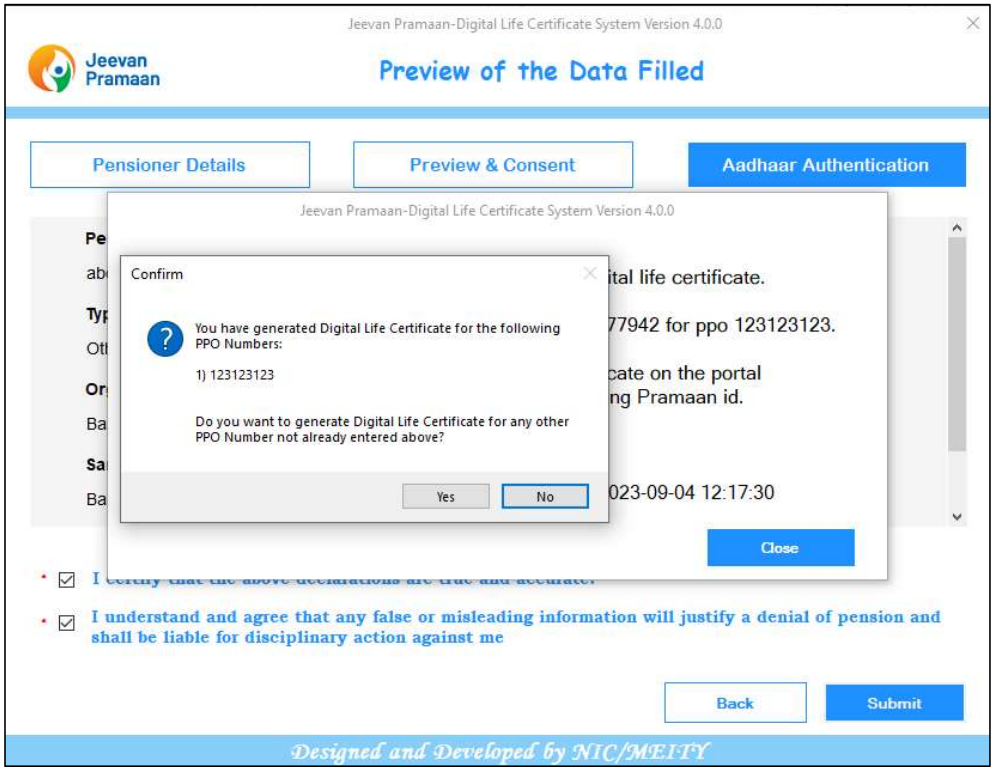
- The screen shows all the PPO numbers selected by the pensioner for DLC (Digital Life Certificate)/Jeevan Pramaan generation.
- The pensioner needs to tick the *checkbox* in order to give consent.
- Click on *Biometric SCAN* button to proceed further.

Step-3: Pensioner Authentication



- Once authentication is successful, the DLC i.e Jeevan Pramaan is successfully generated and the Pramaan-id for each PPO number is displayed as shown on the screen.
- The pensioner will also receive a SMS on the mobile number provided during pensioner-authentication, the SMS contains the Pramaan-id and the link from which the pensioner can download the DLC if required.
- There is no need to physically submit the Digital Life Certificate to the Pension Disbursing Agency as it is automatically forwarded to the respective Pension Disbursing Agency.

Step-3: Pensioner Authentication



- After successful generation of DLC ,when pensioner click's on the close button the pop-up shown on left appears.
- The pop-up asks the pensioner whether he/she wants to add any new pension/PPO number not already entered above. If the pensioner wishes to do so click on YES.
- In case the pensioner clicks on YES, you need to repeat the steps from slide 19 onwards
- In case the pensioner has only one PPO then click on NO.