



**FINANCE DEPARTMENT  
GOVERNMENT OF SIKKIM  
SECRETARIET, BLOCK-B  
GANGTOK**

**No.03 / FIN/ADM**

**Dated: 03 /09/2020**

**NOTIFICATION**

One of the recommendations of the State Pay Committee regarding pension and pensioner benefits, which was accepted by the State Government, was on simplification of the procedure for securing and submission of annual "Life Certificate" for the purpose of disbursement of pensions to all pensioners including family pensioner by using digital medium.

The pensioners at present are required either to personally present themselves before the Pension Disbursing Authorities in Pension Division of Finance Department or have the life certificate issued by a gazetted officer and delivered to Pension Division in the month of November every year. The simplification of the procedure for life certificate as stated above was specifically aimed at removal of hardship being faced by aged and/or infirm pensioners as well as those settled elsewhere after retirement.

Owing to COVID-19 pandemic, an urgent need has arisen to provide digital platform for the pensioners to submit the Life Certificate to the pension disbursing authorities duly protecting them from being exposed to such health hazards. The state government in collaboration with the Jeewan Pramaan team, NIC Delhi, has customised and adopted the digital platform "Jeewan Pramaan" portal for digital submission of life certificate of the pensioners.

The Government of India has successfully implemented the "Jeevan Pramaan-Digital Life Certificate" portal (<https://jeevanpramaan.gov.in>) as a digital India initiative for the central Government pensioners to facilitate easier submission of their life certificates, Non remarriage certificates and Non re-employment certificates. Quite a few state governments has also adopted and implemented this scheme for their pensioners.

The State Government has therefore, in partial modification to Circular No.12/Fin/Adm (Pension), dated: 21/06/1993, decided to avail of this facility for online mode of submission of these certificates by the pensioners, duly on-boarding the details in the "Jeewan Pramaan" web portal of the government of India with immediate effect.

Therefore all categories of State Government pensioners, who prefer to avail of this facility, are required to register their respective Aadhaar number, Mobile number

and pension related information like Treasury sanction number(in place of Pension Payment order number) bank details, name of pension sanctioning authority, pension disbursing authority etc, correctly in the "Jeevan Pramaan" web portal. It may please be noted that the Pensioners have to provide their TS (Treasury sanction) numbers in the place where Pension Payment order (PPO) number is to be entered in the online form. Their finger print/Iris authentication can be done for generating Digital Life Certificate (DLC) every year thereafter.

The concerned pensioners are therefore, requested to personally visit the pension office along with their pension book , Aadhar card etc for registering the details in the portal with effect from 1<sup>st</sup> of October 2020. Alternatively, the pensioners can also register and generate DLC themselves or get it done by others having facility of digital services on their behalf in the following manner.

1. Pensioner can download the JP application from JP portal "<https://jeewanpraman.gov.in/app/download> and install client application on android based smart phone/tablets or window PC/laptop for DLC generation. For this, operator authentication and device registration would require to be done before registration and generation of DLC.
2. Pensioner can visit nearest centres (having facilities for digital services) like Citizen Service centres (CSCs) Government offices, Banks designated for generating DLCs and get themselves registered online, using their facility. The all India list having such facilities is posted on JP portal at <https://jeewanpramaan.gov.in/locator>.

In order to continue receiving retirement pension, it is necessary for every pensioner/Family pensioner to submit their Life certificate, Non-Marriage Certificate as may be applicable to them, between 1<sup>st</sup> day of October to 30<sup>th</sup> of November every year in order to facilitate the pension office to release their due pension without any interruption either by way of submission of duly filled and completed prescribed forms to pension office or through "Jeevan Pramaan" web portal. However, Pension/family pension shall not be disbursed for the month of December and thereafter without submission of these certificates.

The existing procedure for submission of physical life certificate will continue simultaneously and such certificates will continue to be accepted till further order. The designated nodal officer of Jeevan Pramaan posted in Pension Division shall personally supervise the processing of DLCs in Jeevan Pramaan portal and upload the response file of the DLCs in Jeevan Pramaan portal in daily manner. Adequate staff should be trained and deputed to handle the process smoothly. The pension division should also arrange to digitally consume the DLCs in the pension software application, so that with minimum manual interference, the process is completed.

Further, a team of officers from pension Division will also be visiting the District headquarters and all Sub- Division offices in due course of time to familiarize the concerned officers, staffs as well as the pensioners to the new system.

Besides this they shall also be addressing other issues relating to pension. Their detailed tour programme shall be conveyed through the print and electronic media well on time. The manual for using Jeewan Pramaan application for generation of DLC can also be downloaded from website: - <http://www.sikkimfred.gov.in>

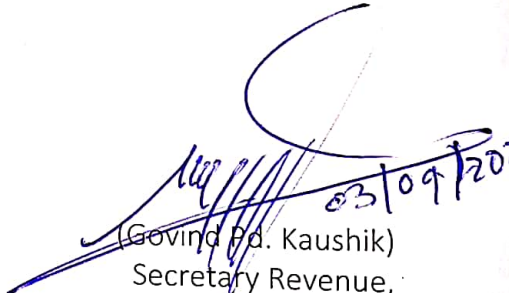
By order

Sd/-  
(V.B.Pathak, IAS)  
Additional Chief Secretary,  
Finance Department  
Government of Sikkim  
File No.GOS/FIN/PGIPF  
Dated:.03/09/2020

Memo No: 13-26 /FIN/ADM

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5. All officers of Finance Department
6. SIO, NIC-Sikkim
7. Director and all officers under PGIPF for implementation and compliance
8. Director, AATI
9. District Collector (East, West, North, South)
10. Joint Secretary, Home for Publication in official Gazette
11. Nodal Officer, Jeewan Pramaan, Finance/Pension Division
12. Principal PS to Chief Secretary
13. Sr.P.S to Additional Chief Secretary, Finance Department
14. File and Guard file.

  
(Govind Pd. Kaushik)  
Secretary Revenue,  
Finance Department,  
Government of Sikkim