

# Submission of Annual Pension Certificates

As per the guidelines of Pension regulating authorities, all the pensioners are allowed to submit their Life Certificate w.e.f 01<sup>st</sup> November every year and this will be valid till November of the subsequent year. Hence, all the Branches are requested to collect Digital life certificate / Physical Life certificate as instructed below.

## **Central Civil & Defence Pensioners**

- ✓ Digital Life certificate (DLC) or Physical Life certificate
- ✓ Non- Employment certificate

## **EPFO Pensioners**

- ✓ Digital Life certificate (DLC) only.
- ✓ In case of EPFO pensioner, can submit the life certificate at any time during the year, as per their convenience.

All EPFO Pensioners are required to submit Digital Life certificate (Jeevan Praman Patra) Only through any of our Jeevan Praman enabled branches.

**Please note** that non-submission of the above mentioned certificates will result in stoppage of Pension payments from December onwards.

- ✓ In case of Physical Life certificate and Re-Employment certificate submission, Pensioner need to visit the branch in person to submit the certificates for Central Civil and Defence pension.
- ✓ Non / Re-Employment certificate is not required in case of Family Pension.
- ✓ In case of Family pension all beneficiaries (including minor children) have to come to the branch for EPFO, Central Civil and Defence pension.
- ✓ The blank format of certificates can be obtained from the branch.
- ✓ The pensioner should bring one photo ID proof (i.e. Pension payment order, passport, Election ID card) to the branch for physical identification.

## **Important**

Pensioner can submit Digital Life certificate (Jeevan Pramaan) for Central Civil & Defence through our bio-metric enabled branches / Banks, Government offices or by using the client application (UMANG) on any PC/mobile/tablet (bio-metric device attached with) if Aadhar number is updated in their Pension Account.