

भारत सरकार/ GOVERNMENT OF INDIA
संचार मंत्रालय/ MINISTRY OF COMMUNICATIONS
दूरसंचार विभाग/ DEPARTMENT OF TELECOMMUNICATIONS
20- अशोका रोड, संचार भवन/20, ASHOKA ROAD, SANCHAR BHAWAN
नई दिल्ली-110001/ NEW DELHI-110001

No.47-13/TA-II/PDA/2016/Pt.

Dated- 08- 07-2019

To,

All Pr. CCAs/CCAs

Subject: - Submission of documents by SAMPANN beneficiaries regarding.

Consequent on the implementation of SAMPANN in 26 Telecom circles, the focus of the field offices now should be to educate, inform and enable the SAMPANN pensioners on the processes for submission of post retirement documents and declaration before the due dates. It has been decided that the Pr.CCAs/CCAs are to take up and closely monitor the submission of Life Certification etc. for the next two years as the continuation of payment through SAMPANN is critically dependent on this aspect, especially as the staggered submission of DLC/LC is being introduced in place of the earlier practice of submission in November.

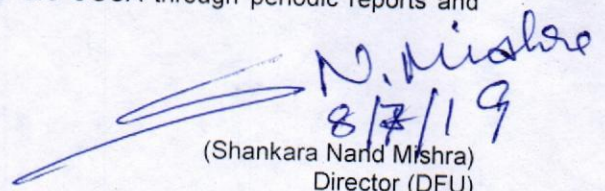
The following actions are to be taken up by the Pr.CCAs/CCAs:-

1. Periodic dissemination of information via SMS to the pensioner for any document due to be submitted two months before the last date of submission, followed by Phone calls guiding pensioners about the processes for document submission and the locations where DLC/LC can be accessed/submitted. (Refer Annexures V to VIII)
2. Periodic workshop and awareness sessions for existing SAMPANN retirees and new retirees to update them on the latest changes in SAMPANN and to monitor their document submission.
3. Toll-Free Helplines, Contact/nodal Points for pensioners etc. are to be widely advertised, displayed prominently at the office premises/relevant locations.
4. All Pr.CCA/CCA offices are to designate "welfare officer" who shall assist pensioners /family pensioners for submission of documents.

The Standard Operating procedure on document submission is attached for compliance in Enclosure II. The process of submission of DLC is explained in detail at Enclosure III.

Strict compliance and monitoring is to be ensured by the O/o CGCA through periodic reports and reviews.

This has the approval of the Competent Authority.


8/7/19
(Shankara Nard Mishra)
Director (DFU)
Tel:23036511
E-mail: div.dfu-dot@nic.in

Copy for information to:

1. PPS to Member(F)
2. PPS to CGCA
3. PPS to Advisor(F)
4. Joint Secretary(Pension), DOP&PW
5. GM(Banking), RBI
6. Jt.CGCA (BA &IT)
7. ADG (IT) for uploading on the DOT website

SOP for Document submission - post retirement by SAMPANN Pensioners.

1. Schedule of Document submission

- 1.1. **First Pension:** No additional document shall be required for discharge of first pension and so physical presence will not be required at that time.
- 1.2. **Life certificate:** Every pensioner/Family pensioner shall be required to get himself verified (Submission of Digital Life certificate or duly signed Life certificate) once in 12 months or less, during any month of the year. If pensioner fails to get verified **before 12 months from the date of last verification**, the pension payment shall automatically be suspended. For example: If pensioner submits last life certificate on 05/04/2019, he is required to submit his next Life Certificate on or before 20/04/2019 (last day of bill processing). Non submission would mean his pension for April 2020 due on 30/04/2019 would be suspended until submission of life certificate. Upon submission of life certificate at a later date, his pension would resume and arrears due to stoppage will be paid.
- 1.3. In case Pensioner opts for Physical Life Certification, then Life certificate in prescribed form shall be submitted by Pensioner in CCA office by Post/hand. In cases where physical life certificate is submitted by the pensioner, life certificate must be signed by Authorities as mentioned in rule 343 of central treasury rules (CTR) and physical presence may be exempted. The format of declaration is attached in Annexure I.
- 1.4. **Non remarriage Certificate:** A declaration shall be obtained half-yearly from all recipients of family pension whose pension is terminable on their marriage or remarriage. However, *in case of widow recipient of family pension, such declaration will be obtained only on the 1st occasion with an undertaking to report promptly to the PDA in the event of her remarriage (Annexure II).* Son/Unmarried daughter (including widowed/divorced daughter) receiving family pension should furnish six monthly certificates in regard to his/her marital status. The format of declaration is attached at Annexure III.
- 1.5. **Non Employment Certificate:** All Pensioners should furnish a certificate of non-employment/re-employment once in a year in prescribed format. Retired Group "A" Government Servants are required to furnish half yearly declaration about acceptance/non-acceptance of commercial employment within one year from the date of retirement and also about acceptance/non-acceptance any employment under any government outside India. The format of declaration is attached at Annexure IV.

2. Action to be taken by CCA office

- 2.1. Based on receipt of documents, the data shall be fed by concerned DH into the system. Also the received documents shall be properly filed in the Pensioner's file for audit purpose.
- 2.2. The LC/DLC report shall be used to prepare the list of Pensioners who shall be required to submit their Life certificate /FMA in the next 5 months. (Annexure V)
- 2.3. Since Non-employment declaration is co-terminus with Life certificate submission. No separate list shall be maintained except in case of Group A retirees who are required to furnish half yearly declaration about acceptance/non-acceptance of commercial employment within one year from the date of retirement and also about acceptance/non-acceptance of any employment under any government outside India.
- 2.4. List of pensioners who get re-employed after retirement shall be separately maintained in Annexure VI. While processing the monthly bills, it must be ensured that correct DA amount is paid to the pensioner in case pensioners get employed.
- 2.5. List of pensioners where Non-remarriage Certificate/Non-Marriage certificate shall be expiring in next 3 months shall be prepared and maintained as in Annexure VII.
- 2.6. Also, List of the documents – Life certificate, Non-employment certificate, Non-remarriage certificate, FMA and Income certificate - as applicable to a particular pensioner shall be recorded and communicated to the pensioner by the office.
- 2.7. In case of a pensioner, where DLC is submitted, the information as available regarding Non-employment and Non-remarriage/Non-marriage in DLC shall be updated in the system. It may be noted that DLC submission comes with default value of No Employment and No Remarriage. In case of retirees who have got employed they may submit a separate undertaking regarding the same and may send duly signed Life certificate.
- 2.8. List of all cases where pension has been stopped due to non-submission of documentation shall be maintained in Annexure VIII.
- 2.9. The Annexure V to VIII shall be updated on monthly basis. It shall be monitored by officer no less than the rank of Deputy Secretary in Government of India on quarterly basis.

Process of DLC Generation

Digital Life Certificate or Life Certificate:-

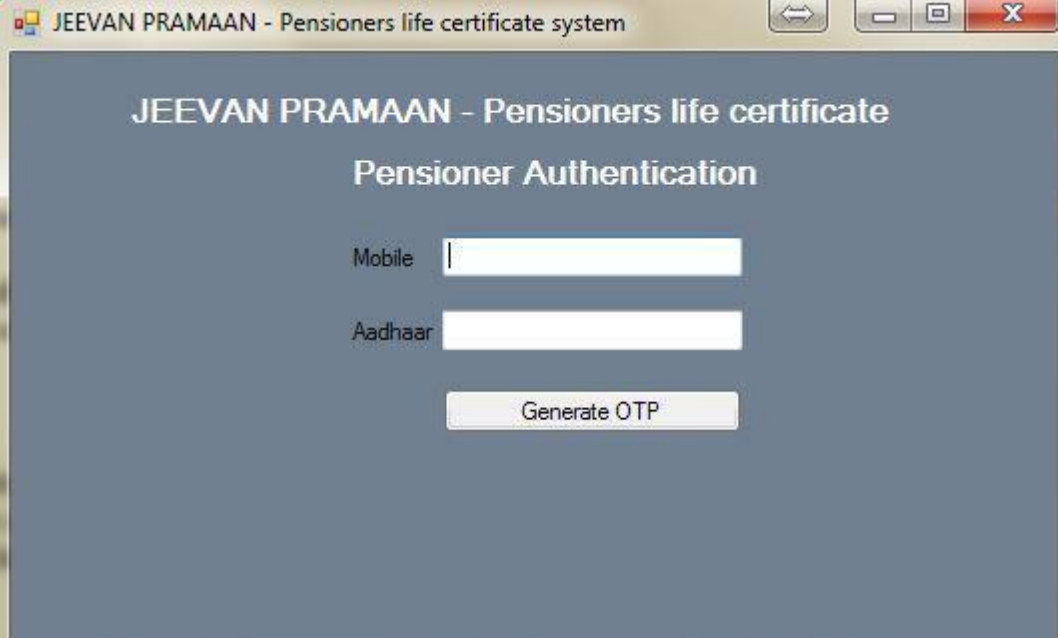
Pensioner will be required to submit the physical life certificate or digital life certificate within one year of last submission. In case of fresh retiree, 1st LC/DLC shall be submitted within one year of date of retirement.

Digital Life Certificate(DLC)

For submission of DLC, following process may be followed. Digital life certificate can be generated at Banks/ Post Offices which have Jeevan Pramaan Facility. In addition, the Pensioners Service Centre at SSAs, Pensioners' Lounge at CCA Offices, banks and CSCs(Customer Service Centres) will facilitate online submission of Digital Life Certificate for the pensioner and the same can be delivered through Post/Hand.

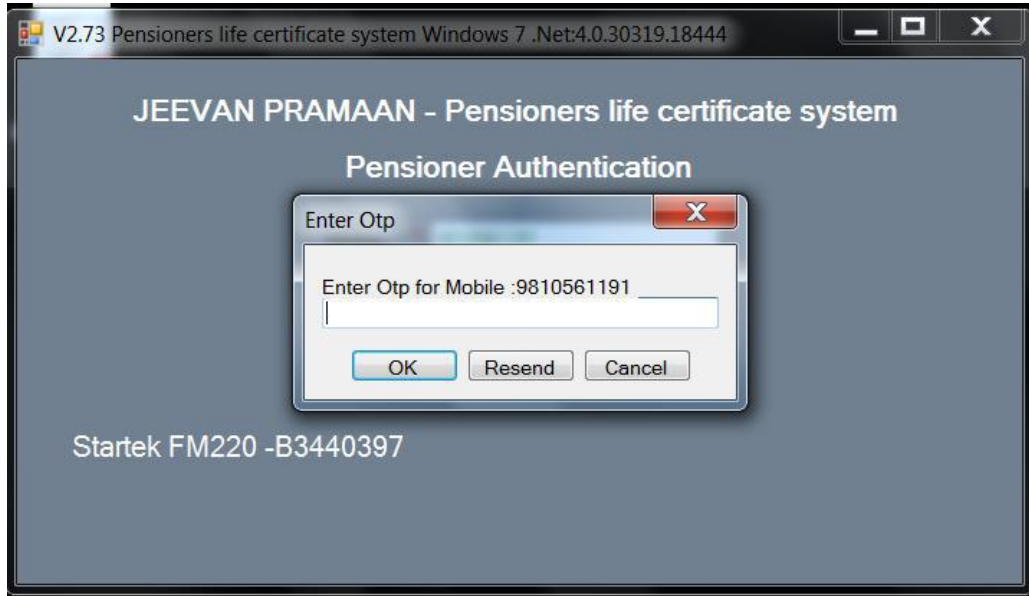
For submission of DLC, the pensioner requires to be physically present to generate Biometric verification, and provide the PPO/Mobile number/Aadhaar Number at the CCAs/ Pensioners Service Centre/ Banks /HPOs/ CSCs/ Aadhaar centers for completing the following procedures:

Step 1: The pensioner's Aadhaar Number and Mobile number is to be entered in the online application form after which the pensioner receives an OTP (Fig 1) which is to be fed in the system (Fig 2)



The screenshot displays a web browser window titled "JEEVAN PRAMAAN - Pensioners life certificate system". The main content area has a dark blue background with white text. At the top, it reads "JEEVAN PRAMAAN - Pensioners life certificate" and "Pensioner Authentication". Below this, there are two input fields: "Mobile" and "Aadhaar", each with a white text box. A "Generate OTP" button is positioned below the input fields.

(Fig 1)



(Fig 2)

Step 2: If correct OTP is entered, following screen is displayed. On next screen (Fig.3), enter mandatory information like Pensioner Name, PPO Number, Type of pension, name of Sanctioning Authority, Disbursing Agency, email and Bank Account number etc.

(Fig. 3)

*In above screen, currently for pensioners who are drawing pension via CPPCs, sanction authority is **TELECOM**, Disbursing Agency is **Bank** and Agency is the **Bank name-SBI**.*

*However, in the new system, when pension is directly disbursed by CCA office- sanction authority will be **TELECOM**, Disbursing Agency will be **Department of Telecommunication**, and Agency is the **CCA ABC.(Name of CCA which has issued the PPO)***

Step 3: Check small grey box as shown below (Fig.4). Then click 'Scan Finger' button & this will start the finger/Iris scanning process.

V2.6 JEEVAN PRAMAAN - Pensioners life certificate system

Name of Pensioner
 PPO Number
 Type of Pension
 Sanctioning Authority
 Disbursing Agency
 Agency
 Account Number(Pension)
 Email

Yes No Is Re Employed?
 Yes No Is Re Married?

I have no objection in displaying details related to my pension account on the website

Scan Finger

(Fig.4)

Step 4: Once the Finger Print/Iris Authentication is successful, the life certificate of the pensioner is displayed as shown below, (Fig.5) and an SMS acknowledgement is sent to the pensioner's mobile number. This SMS has Jeevan Pramaan Certificate ID. The generated certificates or DLCs are stored in the Life Certificate Repository and is available anytime & anywhere for use by pensioner & **Pension Disbursing Agency.** (Bank/CCA as applicable)

Picture of Pensioner

Thank you for successfully registering for your digital life certificate. Your Pramaan id is 2788736268. You can view your life certificate on the portal jeevanpramaan.gov.in by giving this Pramaan id.

Name :Pankaj Kumar
Reg Date :2015-05-19

Close Print

(Fig.5)

Once the certificate is generated, the Jeevan Pramaan ID is sent in a SMS to the pensioner for further use (print). The Digital Life Certificate or the Jeevan Pramaan will be electronically delivered to the **Pension Disbursing Agencies** and pensioner is not required to submit any physical copy in this case.

LIFE CERTIFICATE

Certified that I have seen the pensioner Shri/Smt./Ms. holder
of Pension Payment Order No. and that he/she is alive on this date.

Name:

Designation of Authorised Officer

Seal

Place:

Date:

**Note:-To be submitted by Pensioner/family pensioner once a year .*

CERTIFICATE OF RE-MARRIAGE / MARRIAGE

I hereby declare that I have not got re-married and I undertake to report such any event promptly to the Pension Disbursing Authority/Bank.

Signature

| | | | |
|--------|--|-----------------------|--|
| Place: | | Name of the pensioner | |
| Date: | | P.P.O. No. | |

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

Signature of a responsible Officer or a well-known person

| | | | |
|--------|--|-------------|--|
| Place: | | Name | |
| Date: | | Designation | |

**Applicable only for widow recipient of family pension and to be furnished only once*

CERTIFICATE OF RE-MARRIAGE / MARRIAGE

I hereby declare that I am not married/ I have not got married during the past six months.

Signature

| | | | |
|--------|--|-----------------------|--|
| Place: | | Name of the pensioner | |
| Date: | | P.P.O. No. | |

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

Signature of a responsible Officer or a well-known person

| | | | |
|--------|--|-------------|--|
| Place: | | Name | |
| Date: | | Designation | |

**To be submitted by once every six months*

NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

(To be given by pensioner once a 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 November, 20 or during the month of within the said year:

(a) Pay

(b) Special Pay

(c) Other Allowances / Fees / Honorarium
(it includes D.A., A.D.A., these to be shown clearly)

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.

**This declaration is required to be given for a period of one year 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 accepted 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 Government of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt.

Signature

Name of the Pensioner

P.P.O. No.

Place:

Date:

NOTE - *Certificate at (A) and (B) are to be furnished only by retired Group 'A' Officers on Half yearly basis.