



शिवाजी कॉलेज

(दिल्ली विश्वविद्यालय)

Shivaji College

(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



संदर्भ सं० / Ref. No.

SH/2026/6075/26

दिनांक/Dated 27/10/2026

NOTICE

Subject: Submission of Digital Life Certificate (Jeevan Pramaan) by Pensioners / Family Pensioners.

All Pensioners and Family Pensioners of this College are hereby informed that they are require to submit their **Digital Life Certificate (DLC)** through the **Jeevan Pramaan App** or designated portals latest by **30th November, 2026** vide Notification No. CB-I/Misc./PPO/2026/1986 dated 07.10.2026 and Finance Officer Notification No. Fin/Pen.Cell/2026-27/4825 dated 29/30.09.2026 issued by University of Delhi.

To ensure uninterrupted disbursement of pension, all pensioners/family pensioners are requested to complete the process within the stipulated timeline following the Standard Operating Procedure (SOP) detailed below.

Standard Operating Procedure (SOP) for Submission of Digital Life Certificate

Prerequisites:

1. Aadhaar Number registered with the Pension Disbursing Authority/Bank.
2. Mobile Number linked with Aadhaar.
3. Bank Account details.
4. Biometric Device (Fingerprint scanner/Iris scanner) OR a smartphone with Face Authentication capability.

Submission via Jeevan Pramaan App (Using Face Authentication on Mobile)

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Principal
SHIVAJI COLLEGE
University of Delhi
Ring Road, New Delhi-2026





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1. **Download Apps:** Download the **Jeevan Pramaan** app and **Aadhaar Face RD** app from the Google Play Store on an Android smartphone.
2. **Operator Authentication:** Open Jeevan Pramaan, select **Face Authentication**, enter Aadhaar number, mobile number, and email ID. Submit the OTP received on the mobile number.
3. **Face Scan:** Complete the operator face authentication scan.
4. **Pensioner Authentication:**
 - o Enter the pensioner's Aadhaar number and mobile number. Submit the OTP.
 - o Fill in details: Name, Type of Pension, Sanctioning Authority, Disbursing Agency, Bank Name, Account Number.
5. **Generate DLC:** Select the checkbox for face scan, allow the camera to capture the face, and complete the verification.
6. **Confirmation:** On successful validation, a **Praamaan ID** and confirmation SMS will be sent to the registered mobile number.

Important Note: All pensioners/family pensioners must ensure that the Digital Life Certificate is successfully submitted latest by **30.11.2026** to avoid any delay or stoppage in monthly pension payments.

In case of any queries, please contact:

S.O (Acct.): 8860555711,
Manager, Central Bank of India: 9582009939.

Copy to:

1. College Notice Board
2. College Website

[Signature]
Principal
SHIVAJI COLLEGE
(University of Delhi)
Ring Road, New Delhi-110027

