

F. No. 11/1/2025-P&PW(H)-IX
Government of India
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare

3rd floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated: 31.10.2025

OFFICE MEMORANDUM

Subject: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 4.0, November 1st to 30th, 2025

The Department of Pension & Pensioners' Welfare (DoPPW) vide O.M. No. 1(2)/2025-P&PW(H)-10819 dated 30th July, 2025 has issued Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 4.0, November 1st to 30th, 2025 (Copy attached).

2. The Department has been conducting Nationwide Digital Life Certificate Campaigns every year with an objective to facilitate pensioners in submission of their Life Certificates using digital modes, including the Face Authentication Technology. The upcoming DLC Campaign 4.0 aims to further expand outreach, strengthen coordination among stakeholder Ministry/Departments/Organizations, and ensure ease and comfort for pensioners, especially those who are aged, infirm or residing in remote areas.

3. The enclosed guidelines contain detailed instructions regarding the planning, conduct, monitoring, and reporting framework for the DLC Campaign 4.0. All Ministries/Departments, Pension Disbursing Banks, Central Pension Accounting Office (CPAO), Ministry of Railways, Ministry of Defence including CGDA, Department of Posts, Department of Telecommunications, and all identified Pensioners' Welfare Associations (PWAs) are requested to take note of the OM dated 30.07.2025 for compliance and ensure wide publicity of these guidelines for successful implementation of the DLC Campaign 4.0.

4. This issues with the approval of the competent authority.


(Subhash Chander)

Under Secretary to the Govt. of India
Tel. No. 24544631

To

1. CMDs/CPPCs of all Pension Disbursing Banks and Pension Disbursing Authorities.
2. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi.
3. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
4. Secretary, Ministry of Defence, South Block, New Delhi.
5. Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi.

6. Secretary, Department of Telecommunications, Sanchar Bhavan, New Delhi.
7. Secretary, Department of Posts, Dak Bhavan, New Delhi
8. NIC: -for posting on website of this Department.
9. All Pensioners Associations under Pensioners' Portal: for giving wide publicity among pensioners.

F. No. 1(2)/2025-P&PW(H)-10819
Government of India
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare

3rd floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated: 30th July, 2025

OFFICE MEMORANDUM

Subject: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 4.0, November 1st to 30th, 2025

The Digital empowerment of pensioners is the stated policy objective of the Government of India. In this regard, a Nationwide Digital Life Certificate Campaign is coordinated by the Department of Pension & Pensioners' Welfare annually from the 1st to 30th November. The large scale Campaign is executed in collaboration with Public Sector Banks, India Post Payments Bank, UIDAI, MeitY, Pensioners' Welfare Associations and stake holder departments of Ministry of Defence, Ministry of Railways and Department of Posts. In the last three years, more than 4.50 crore DLCs have been generated by pensioners belonging both, to the State Governments and Central Government. The DLC Campaign 4.0 is proposed to be held in November 2025 in 2000 cities/towns across India.

2. In order to conduct this Campaign, DoPPW shall obtain the support of the following stake-holders:

- India Post Payments Bank (IPPB)
- Pension Disbursing Banks
- Pensioners' Welfare Associations
- Department of Telecommunications
- Ministry of Defence (for their own pensioners)
- Ministry of Railways (for their own pensioners)
- All Ministries/Departments
- State Governments through their Treasuries/Pension Disbursing offices
- Employees Provident Fund Organization (EPFO)
- PIB, DD & AIR (for media support)



- UIDAI & MeitY (for technical support)

3. Nation –wide DLC campaign 4.0 Features:

- There shall be a common All-India banner of the Nationwide DLC Campaign to be shared separately by DOPPW.
- DoPPW shall nominate its Nodal officers for the States. These Nodal Officers shall tie up with the Campaign Nodal officers of the different stakeholders, as given above for the respective States/UTs.
- The campaign duly executed through DLC Camps would be held at all Districts Headquarters in collaboration with IPPB and Pension Disbursing Banks. Hence, there may be a city/town which would have multiple camps either of two or more Banks or of IPPB, CGDA, M/o Railways and Banks.
- The cities have been identified and multiple locations within each city shall be identified by Banks and other stakeholders.
- Camps will be organized at the identified multiple locations in each city, shortlisted for the Campaign by the banks/CGDA/ M/o Railways/IPPB/ State Government(s).
- Each Bank shall nominate its nodal officers for each State/UT who shall coordinate with the Bank's nodal officer for each city for the Campaign. DoPPW shall coordinate with the State Nodal Officers only.
- IPPB shall nominate Nodal Officers for each district across India.
- M/o Defence, M/o Railway, D/o Telecommunications and EPFO shall appoint their own Nodal Officers, accordingly dovetailing the locations as covered by DoPPW
- UIDAI and MeitY shall also nominate Nodal officers for technical support for each State/UT.
- PIB & DD shall nominate its Nodal officers for publicity in each State/UT.
- From September, 2025, onwards wide publicity is to be carried out through social media, print media and by all stakeholders.
- The Banks associating with the Campaign will hold camps on all days of the month of November, 2025.
- IPPB/ CGDA/ M/o Railways/State Government(s) associating with the Campaign in a particular State shall hold camps on designated days of November, 2025 and communicate details of the same to DoPPW.
- MeitY will give real-time support on the progress of the Campaign.
- A Social Media group of all the Nodal officers shall be created by DOPPW for real-time sharing of information during the Campaign.

4. A separate **DLC portal** with URL <https://ipension.nic.in/dlcportal/> is available wherein details of Nodal Officers at State and City level shall be registered. All inputs related to the Campaign such as URLs of tweets and PIB notes/ press releases are to be entered in this portal. The user manual for the DLC Portal is attached for reference.

5. Pre-Campaign Preparation Phase (1st August – 31st October, 2025)

- Nomination of Nodal officers by DoPPW, all Banks, IPPB, Defence, Railways, State Governments, EPFO, UIDAI, MeitY, PIB and DD.
- State-wise meetings of all the stake-holders for the identified cities/towns with DoPPW officials.
- Training of Nodal officers & Training of trainers by DoPPW/ UIDAI/ MeitY for submission of DLC through Face Authentication and use of DLC Portal.

5. (a) There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October also to ensure continuity of their pension. The Banks should ensure equipping their branches to provide DLC related service to the super senior pensioners from 1st to 31st October, 2025 also.

6. Campaign Period activities (1st November – 30th November, 2025)

- Launch of Nationwide DLC Campaign 4.0.
- DLC camps in identified cities/towns as per schedule. In all other places, Banks/ IPPB/ CGDA/ M/o Railways/State Government(s) shall keep the facility open.
- Daily updation of data centrally by MeitY of the progress of the Campaign on the DLC Portal.
- Release of PIB statements and tweets for every city by respective nodal officers. This shall be monitored by the DoPPW official in-charge of that particular State/UT. The links of PIB, tweets as well as DD coverage will be shared by the Nodal officers on the portal/social media group.
- Release of Nationwide DLC campaign booklet and film by DOPPW.

7. The Role of Ministries/Departments/Banks and State Governments are at Annex. 1. The SOP regarding Face Authentication technique is at Annex. 2. User Manual for DLC Portal is at Annex. 3.

8. Media Plan

- All awareness material on DLC / Face Authentication will be available on the DOPPW portal. Nodal officers can use that material for widespread awareness.
- DoPPW will release 2 print advertisements covering whole country for awareness about DLC/ Face authentication giving details of National campaign on 15th September and 15th October, 2025.
- DoPPW shall send SMS to the Central Government Civil Pensioners whose mobile numbers are available in DoPPW database in the month of October & November, 2025.

- Banks/ IPPB will conduct an awareness campaign in the identified cities in local languages in local newspapers in advance so that pensioners participate in these camps.
- DD/AIR coverage of each camp-site in all cities.
- September 2025 onwards, twitter series will be launched covering DLC/Face authentication SOP, info graphics, short videos, success stories of DLC campaign 2025 for widespread awareness about DLC.
- Release of DLC campaign booklet at the end of campaign.

9. For overall coordination, following DoPPW officers have been nominated:

| S. No. | Name | Role | Contact details | Email ID |
|--------|-----------------------------------|---------------------------------|--------------------------|----------------------------------|
| 1. | Sh. Ravikiran Ubale, Director | Campaign Coordinator | 011-24650580, 7710078925 | ubalera@cag.gov.in |
| 2. | Sh. Subhash Chander, US | Min/Dept Coordination | 011-24644631, 9810698336 | subhash.chander123@nic.in |
| 3. | Ms. Ramanjit Kaur, Sr. Consultant | Bank/PWA/DLC Portal coordinator | 011-24644631, 9643318767 | ramanjit.kaur61@govcontractor.in |

10. The above comprehensive guidelines for Nationwide Digital Life Certificate Campaign 4.0, to be held from 1st to 30th November, 2025, are being issued to ensure use of DLC by all pensioners across India. All Stakeholders are requested to adhere to roles assigned.

Appended:

1. The Role of Ministries/Departments/Banks and State Governments
2. SOP
3. User Manual for DLC Portal



(V. Srinivas)

Secretary to Government of India

1. All Secretaries to Government of India / Chairman, Railway Board
2. All Chief Secretaries to State Governments
3. Secretary, Department of Telecommunications
4. Secretary, D/o Posts, Ministry of Communications
5. Director General, DD News
6. Director General, AIR
7. CGCA, D/o Telecommunications
8. Controller General of Defence Accounts
9. CEO, UIDAI
10. MD & CEO, India Post Payments bank
11. CC, Central Pension Accounting Office
12. Central Provident Fund Commissioner, EPFO
13. CMDs of all Pension Disbursing Banks

Copy for information:

1. Joint Secretary PMO (Shri C. Sridhar)
2. Private Secretary to MOS (PP)
3. Joint Secretary, Cabinet Secretariat (Smt. Kavita Singh)

The Role of Ministries/Departments/Banks and State Governments

1. Role of Department of Pension & Pensioners' Welfare

- Issue guidelines to all stake-holders containing details of the campaign.
- Prepare and circulate common All-India banner of the Nationwide DLC Campaign 4.0 to all stake holders.
- Nomination of Nodal Officers for each State/UT.
- Visit of DoPPW nominated officials to different locations to monitor & inspect the camps.
- Coordinate meetings with all stake-holders in different States/UTs.
- Monitoring of the campaign and uploading details of Nodal Officers, cities and locations of camps on DLC Portal.
- Creation of a social media group comprising all the nodal officers for posting of pictures of different site locations and number of tweets.
- Training of different stake-holders along with MeitY & UIDAI officials in Face Authentication and DLC methods.
- Conduct an awareness drive at the appropriate time through newspapers, television, FM radio, Social media, SMS messages, Short films, regarding the DLC campaign and Doordarshan (Prasar Bharati).

2. Role of Pension Disbursing Banks

- A nodal officer, not below the rank of Chief General Manager/General Manager, to be nominated for the Nation-wide DLC Campaign by each Bank.
- State/ UT wise sub-nodal officers, not below the rank of AGM, to be nominated for each State/ UT where bank has been identified as lead bank.
- Shortlist multiple branches in the concerned cities for holding the Campaign.

- Conduct an awareness drive of the Nationwide DLC Campaign using the uniform common Banner at their locations and publicize the event through social media, SMS to Pensioners and other means such as posters at Digihuts, ATMs and prominent branches.
- Dedicated staff at all branches (even though not part of DLC Campaign selected cities/locations) should be equipped with an Android phone/iOS phone to use this technology when pensioners visit the branch for submission of DLC certificate.
- Efforts may be made to encourage pensioners to download Face Authentication apps in their mobile to enable them to learn the technology.
- Coordinate with the designated DoPPW, UIDAI, MeitY, PIB & DD Officials for the event as well as the identified Pensioners' Welfare Associations in their jurisdiction.
- Conduct a daily exercise to ensure that all DLCs submitted have been processed and confirmation SMS sent to the Pensioner.
- Inspect software prior to the campaign for auto-consumption of the DLC reaching their servers through UIDAI.
- Inspect software for enabling LC through Video KYC method.
- Women and sick pensioners should be given highest priority apart from super-aged pensioners (80 years and above).
- Prepare an exception check-list of the pensioners in the select cities who have not given LC by November 15, 2025 and send reminder SMS.
- Prepare for providing doorstep DLC facility to those Pensioners who are unable to visit centers due to age/infirmity.
- Submission of Life Certificate in digital form should be continuously encouraged. However, no pensioner wanting to give a physical LC should be refused.

- Banks should generate DLCs for all pensioners visiting the branch, irrespective of the Pension Account holding Bank/ Branch/ PDA of the pensioner.
- Position grievance officers in the Regional offices and also provide a helpline for the Pensioners who face issues in giving DLCs.
- Media coverage should be given to each event and media reports to be shared with DoPPW. Short videos of 30 seconds may be taken of pensioners above age of 90 years generating their DLC.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Aadhar seeding/ linking with e-KYC confirmation and other similar services should be provided for pensioners.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, as deemed fit.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

3. Role of Pensioners' Welfare Associations

- PWAs to nominate officials to make home/hospital visits for Pensioners who are unable to move to Campaign locations.
- Conduct a rigorous awareness drive of the Campaign among all their members as well as apprise their RWAs (Resident Welfare Associations) regarding the Campaign and the Face Authentication methodology for generating LC.
- Coordinate with the local Bank/ Defence (SPARSH)/ Railways/ State Treasuries/ Post offices / PIB officials for conducting a seamless DLC Nationwide campaign.
- Mobilize pensioners to visit the camps.
- Inform the concerned DoPPW official of the State about any local issues being faced by the Pensioners in giving DLC.

- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

4. Role of Department of Posts/India Post Payments Bank (IPPB)

- Department of Posts in collaboration with India Post Payments Bank (IPPB) will hold camps in all the identified Districts/ Sub Divisions across India.
- Details of the camps may be shared with DoPPW.
- A Nodal officer may be nominated, for coordination at central level and state level.
- Nodal officers to be nominated for all Districts/ Sub Divisions.
- Details of the nodal officers to be communicated to DoPPW for plotting on DLC Portal.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media, SMS.
- Short videos of 30 seconds may be taken of pensioners above age of 90 years generating their DLC.
- Pictures and success stories of DLC generation to be sent to DoPPW on the mail ID doppw-dlc@gov.in
- Training of all Nodal officers on DLC through Biometric, with special emphasis on Face Authentication.
- Position grievance officers in the centers and also provide a helpline for the Pensioners who face issues in giving DLCs.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, as deemed fit.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

5. Role of Ministry of Defence (SPARSH)

- A Nodal officer may be nominated, not below the rank of Joint CGDA for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Command, not below the rank of Dy. CDA, where the camp is being held for SPARSH pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media, SMS and Sainik Welfare Boards.
- A dedicated person should be equipped with an Android phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, as deemed fit.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Gear up SPARSH centers for the Campaign and encourage Face Authentication technology for DLC in SPARSH.
- Advise Zila Sainik Welfare Boards to conduct the Campaign in their area of operation in the select cities.
- Advise identified Pensioners' Associations to help Defence Pensioners to give DLC.
- Organize home visits for those Defence Pensioners who are unable to visit the centers.
- Position grievance officers in all the centers and also provide a helpline for the Defence Pensioners who face issues in giving DLCs.
- Review the DLC position on November 15, 2025 and send reminder SMS to those Defence Pensioners who have not yet given LCs.

- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

6. Role of Ministry of Railways

- A Nodal officer may be nominated, not below the rank of Joint Secretary for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Zonal Office, not below the rank of Director/Deputy Secretary where the camp is being held for their pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- Dedicated persons should be equipped with an Android phone/iOS phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), as deemed fit.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Advise identified Pensioners' Associations to help Railway Pensioners to give DLC.
- Organize home visits for those Railway Pensioners who are unable to visit the centers.
- Position grievance officers in all the centers and also provide a helpline for the Pensioners who face issues in giving LCs.

- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

7. Role of Ministries/Departments

- All Ministries/Departments are requested to disseminate the Nationwide DLC Campaign guidelines for maximum outreach to Pensioners of the respective Ministries/Departments.

8. Role of State Governments

- A senior officer dealing with pension may be nominated as Nodal officer by the State government for coordination at central level.
- Sub-Nodal officers to be nominated for each District Treasury/ Pension Disbursing office, where the camp is being held for their pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- A dedicated person should be equipped with an Android phone/iOS phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), as deemed fit.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Advise identified Pensioners' Associations to help State Government pensioners to give DLC.

- Organize home visits for those State Government pensioners who are unable to visit the centers.
- Position grievance officers in all the District Treasuries/ Pension Disbursing offices and also provide a helpline number for the Pensioners who face issues in giving DLCs.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

9. Role of EPFO

- A Nodal officer may be nominated, not below the rank of Joint Secretary for coordination at central level.
- Sub-Nodal officers, not below the rank of Director/Deputy Secretary, to be nominated for each EPFO office, where the camp is being held for their pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- Dedicated persons should be equipped with an Android phone/iOS phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Uniform Nationwide DLC Campaign 4.0 Banner to be displayed at all locations for publicity.
- Organize home visits for those pensioners who are unable to visit the centers.
- Position grievance officers and also provide a helpline number for the Pensioners who face issues in giving DLCs.

- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID doppw-dlc@gov.in
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.
- Use the revamped DLC Portal for daily plan of action for greater and deeper coverage of the Campaign.

10. Role of UIDAI

- A Nodal officer may be nominated for month long campaign.
- Nominate Nodal officers State-wise who shall be providing technical support in the select cities and centres on phone and physically, where ever possible.
- Set-up helplines for giving technical support wherever issues are faced in DLC.
- Ensure a robust software for seamless conduct of the Nationwide DLC Campaign 4.0.
- Arrange Aadhaar updation Camps at the Campaign Centres wherever possible to additionally help Pensioners in updating their Aadhaar details.
- Coordinate with the DoPPW officials incharge of the Campaign in the region.

11. Role of Jeevan Pramaan Team, MeitY

- Nominate a nodal officer for coordinating with DoPPW Officials for providing necessary MIS/data as required with respect to the Nationwide DLC Campaign 4.0.
- Nominate nodal officers for providing technical support on phone in case of any technical glitches faced on the Jeevan Pramaan App.
- Ensure a robust working Jeevan Pramaan App during the Campaign period devoid of any bugs.
- Coordinate with the DoPPW officials incharge of the Campaign in the region.

- Facilitate DOPPW for the seamless transfer of Jeevan Pramaan data for further planning and success of the Campaign.

12. Role of PIB /DD /AIR

1. Nominate Nodal Officers not below the rank of Dir/DS to coordinate with the concerned DoPPW official.
2. Deploy DD teams at campaign sites for detailed coverage.



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One of the best practices in digital innovation
launched by Department of Pension & Pensioners'
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DOPPW, in collaboration with UIDAI & MeitY, has launched Face Authentication technology for submission of Digital Life Certificate for enhancing “Ease of Living” of Central Govt. Pensioners’.



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**DLC through Face Authentication Technology is based
on Aadhaar using Android/iOS mobile.**



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**Process of submitting Life Certificate through
"FACE AUTHENTICATION"**

STEP - 1

In this step, the pensioner/family pensioner needs to go to the Google Play Store/App store and search for "Aadhaar Face RD (Early Access Application" by UIDAI (Unique Identification Authority of India) with latest Version.





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STEP - 2

After successfully installing the Aadhaar Face RD App on the device, it will appear in the Settings under App Manager or App Info. This application is used for the background process of the Jeevan Pramaan Application, so it is mandatory to install it.



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STEP - 3

Once the Aadhaar Face RD App is installed on your Android/iOS device, the pensioner/family pensioner needs to download another application called "Jeevan Pramaan" from the Google Play Store/App store.



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STEP -4

After successfully installing both applications, the pensioner/family pensioner should open the "Jeevan Pramaan" application. They will be taken to the "Operator Authentication" screen where they have to provide their personal details as follows:

1. Click on the Aadhaar checkbox.
2. Enter the Aadhaar Number.
3. Enter the Mobile Number.
4. Enter the Email Address.
5. Click on the Submit Button.

***Please ensure that all the information provided is correct as per the records.**

***A pensioner/family pensioner/any other person on behalf of pensioner/family pensioner can be an Operator to generate DLC.**

***All the sections marked with an asterisk (*) are mandatory to fill.**





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STEP -5

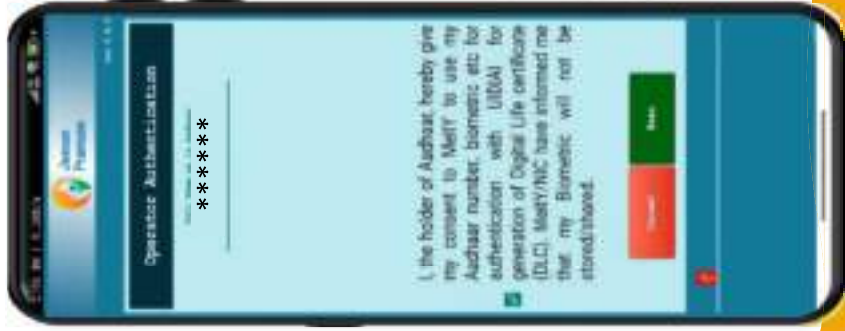
After providing all the information, the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) needs to submit the OTP (One Time Password) sent to their respective mobile number and email address.



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STEP -6

After submitting the OTP, the Jeevan Pramaan App will take the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) to a screen where they have to provide their Name as per Aadhaar. They should click on the checkbox and then click on Scan. The app will request permission for Face Scan, and the pensioner/family pensioner should press "Yes" to continue the process.





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STEP - 7

Before the scan, the app will display instructions and guidelines for the face scan. The pensioner/family pensioner should read them carefully. Afterward, they need to click on the "I am aware of this" checkbox to continue and press proceed. The app will capture their face.





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STEP -8

Note:-

1. The operator authentication is a one time process.
2. Pensioner can also be the Operator.
3. After operator authentication, a screen will open for pensioner authentication.
4. One operator can generate DLC of multiple Pensioners.



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Image-1

After Operator Authentication a screen opens for Pensioner Authentication (Image-1) where they have to provide their personal details as follows:

1. Click the checkbox of Aadhaar.
2. Enter Aadhaar Number.
3. Enter Mobile Number.
4. Enter Email Address (Not Mandatory).
5. Click on the 'Submit' button.
6. On clicking submit button, an option appears on screen 'Enter OTP' (Image-2)
7. Enter OTP and click Submit button



Image-2



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STEP-10

After submission of OTP a screen will appear (Image-1) where the following information is to be provided:

1. Full Name as per Aadhaar
2. Type of Pension
3. Sanctioning Authority
4. Disbursing Agency
5. PPO Number
6. Account Number (pension)
7. Click on the declarations
8. Click on Submit button
9. A permission to Confirm will appear on the screen as per Image-2



Image-1



Image-2



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STEP -11

A screen will appear for providing consent and permission for scan .

Click on scan.

The process for scanning face will begin.





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- After face scanning DLC submission appears on the mobile screen along with the Pramaan ID and PPO number.
- For downloading certificate visit: <https://jeevanpramaan.gov.in/> → Pensioner Login/ Sign in → Enter Jeevan Pramaan ID

*For queries mail us at doppw-dlc@gov.in

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f [@facebook.com/DoPPW.India](https://www.facebook.com/DoPPW.India) **X** [@twitter.com/DOPPW_India](https://twitter.com/DOPPW_India)

*DLC documentary

<https://www.youtube.com/watch?v=YYWcyOTNJK&t=148s>



Issued in Public Interest

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

DEPARTMENT OF PENSION & PENSIONERS' WELFARE



DLC Campaign Portal

User Manual

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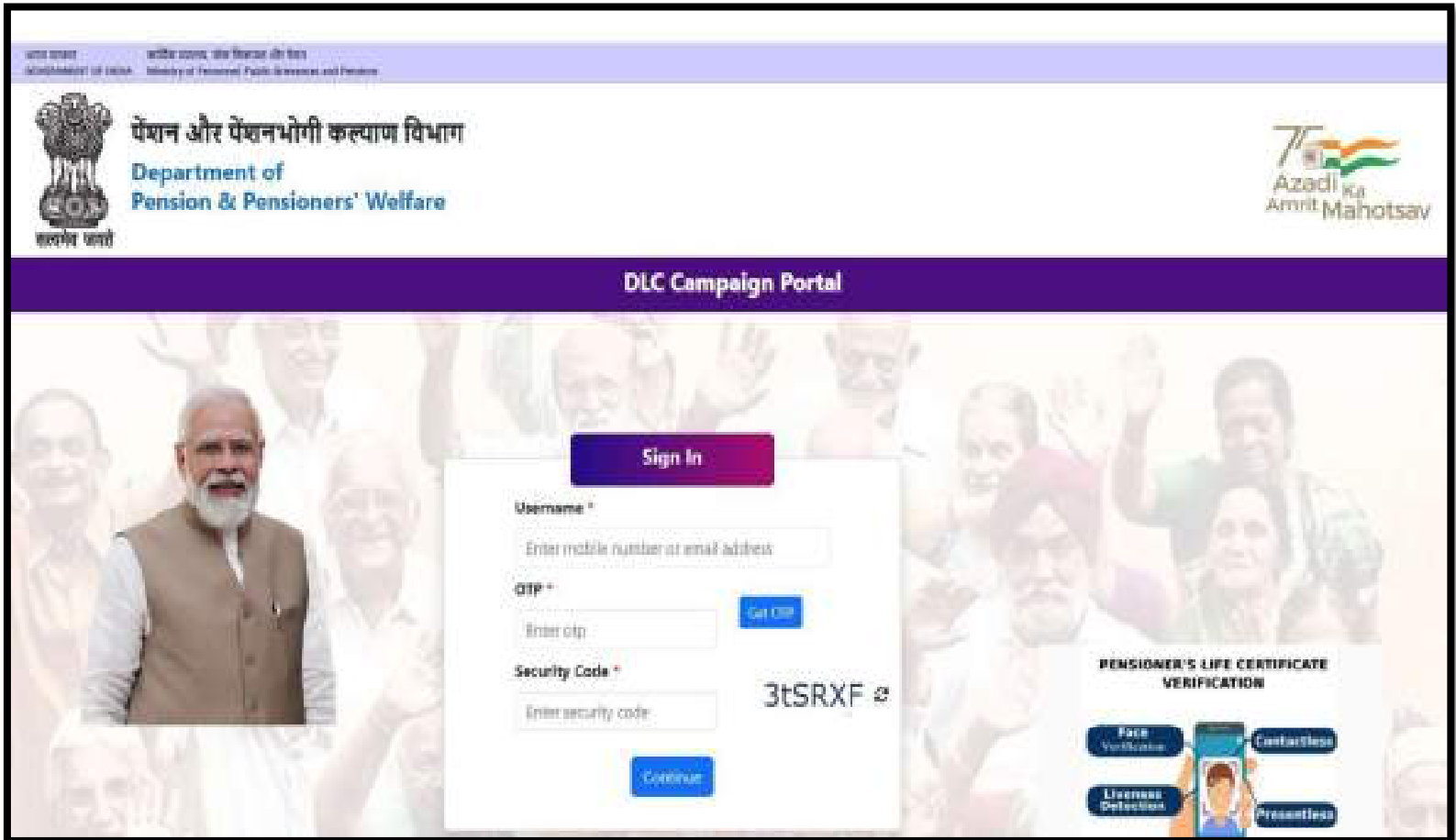
How to Access “DLC Campaign Portal”



URL: - <https://ipension.nic.in/dlcportal/>

“DLC Campaign Portal” Home Page

➤ Home Page:-



The screenshot displays the home page of the DLC Campaign Portal. At the top, there is a purple header with the text "GOVERNMENT OF INDIA" and "Ministry of Personnel, Public Relations and Pension". Below this, the logo of the Government of India is shown on the left, and the text "पेंशन और पेंशनभोगी कल्याण विभाग" and "Department of Pension & Pensioners' Welfare" is displayed in the center. On the right, there is a logo for "75 Azadi Ka Amrit Mahotsav". A purple banner below the header reads "DLC Campaign Portal". The main content area features a large image of a group of people, with a central white box containing a "Sign In" form. The form includes fields for "Username*" (with a note "Enter mobile number or email address"), "OTP*" (with a "Get OTP" button), and "Security Code*" (with a security code "3tSRXF" and a "Continue" button). To the right of the form, there is a section titled "PENSIONER'S LIFE CERTIFICATE VERIFICATION" with buttons for "Face Verification", "Contactless", "License Detection", and "Recentless".

Login in “DLC Campaign Portal” by User

➤ The user can login by using **Mobile Number** or **Email-ID**.

The screenshot shows the top header of the portal with the Government of India logo and the Department of Pension & Pensioners' Welfare. The main heading is "DLC Campaign Portal". The login form is titled "Sign In" and contains the following fields: "Username *" with a placeholder "Enter mobile number or email address", "OTP *" with a placeholder "Enter otp" and a "Get OTP" button, and "Security Code *" with a placeholder "Enter security code" and a "Continue" button. A security code "3tSRXF" is displayed. To the right, there is a "PENSIONER'S LIFE CERTIFICATE VERIFICATION" section with icons for "Face Verification", "Contactless", "Liveness Detection", and "Presentless".

Enter Mobile Number or Email-ID.

Click on 'Get OTP' button

Enter OTP

This screenshot is identical to the one above, showing the login form. The security code "3tSRXF" is still visible. The annotations point to the "Security Code *" field and the "Continue" button.

Enter Security Code

Click to reset the security code

Click on 'Continue' button

Steps to Login

- Enter your registered mobile number or email-id.
- Click on 'Get OTP' button to get the OTP on your registered mobile number or email-id.
- Enter the OTP which you have got on your registered mobile number or email-id.
- Enter the Security Code/Captcha.
- Click on 'Continue' button.

DLC Camp Details

- After logging in, the user will be redirected to DLC Camp Details. Here, the user needs to fill the details about DLC Camp.

The screenshot shows the 'DLC Camp Detail' form. The form includes the following fields:

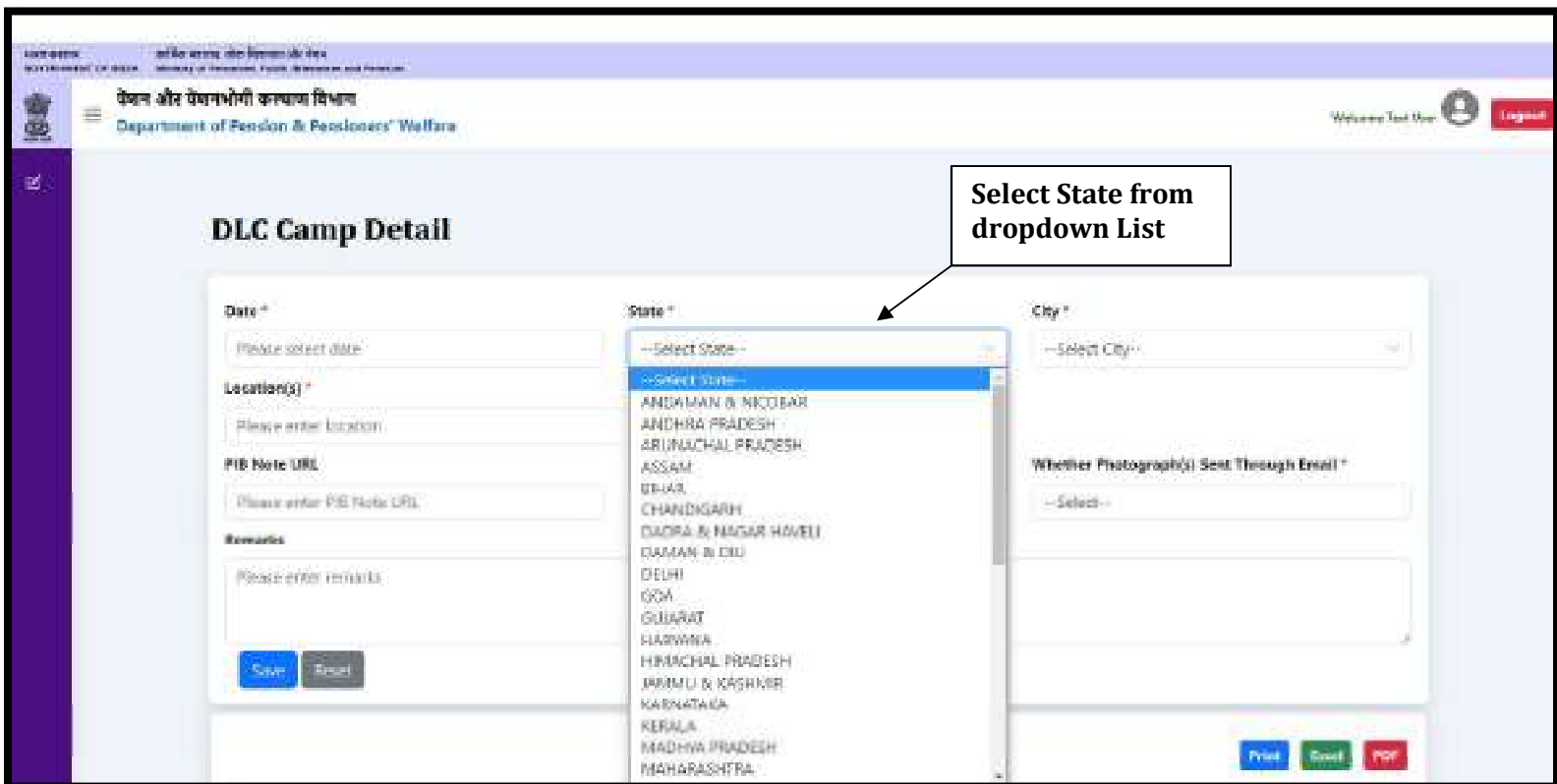
- Date ***: A text input field with the placeholder 'Please select date'.
- State ***: A dropdown menu with the placeholder '--Select State--'.
- City ***: A dropdown menu with the placeholder '--Select City--'.
- Location(s) ***: A text input field with the placeholder 'Please enter location:' and an 'Add' button.
- PB Note URL**: A text input field with the placeholder 'Please enter PB Note URL'.
- Tweet URL**: A text input field with the placeholder 'Please enter Tweet URL'.
- Whether Photograph(s) Sent Through Email ***: A dropdown menu with the placeholder '--Select--'.
- Remarks**: A large text area with the placeholder 'Please enter remarks'.

At the bottom of the form, there are 'Save' and 'Reset' buttons.

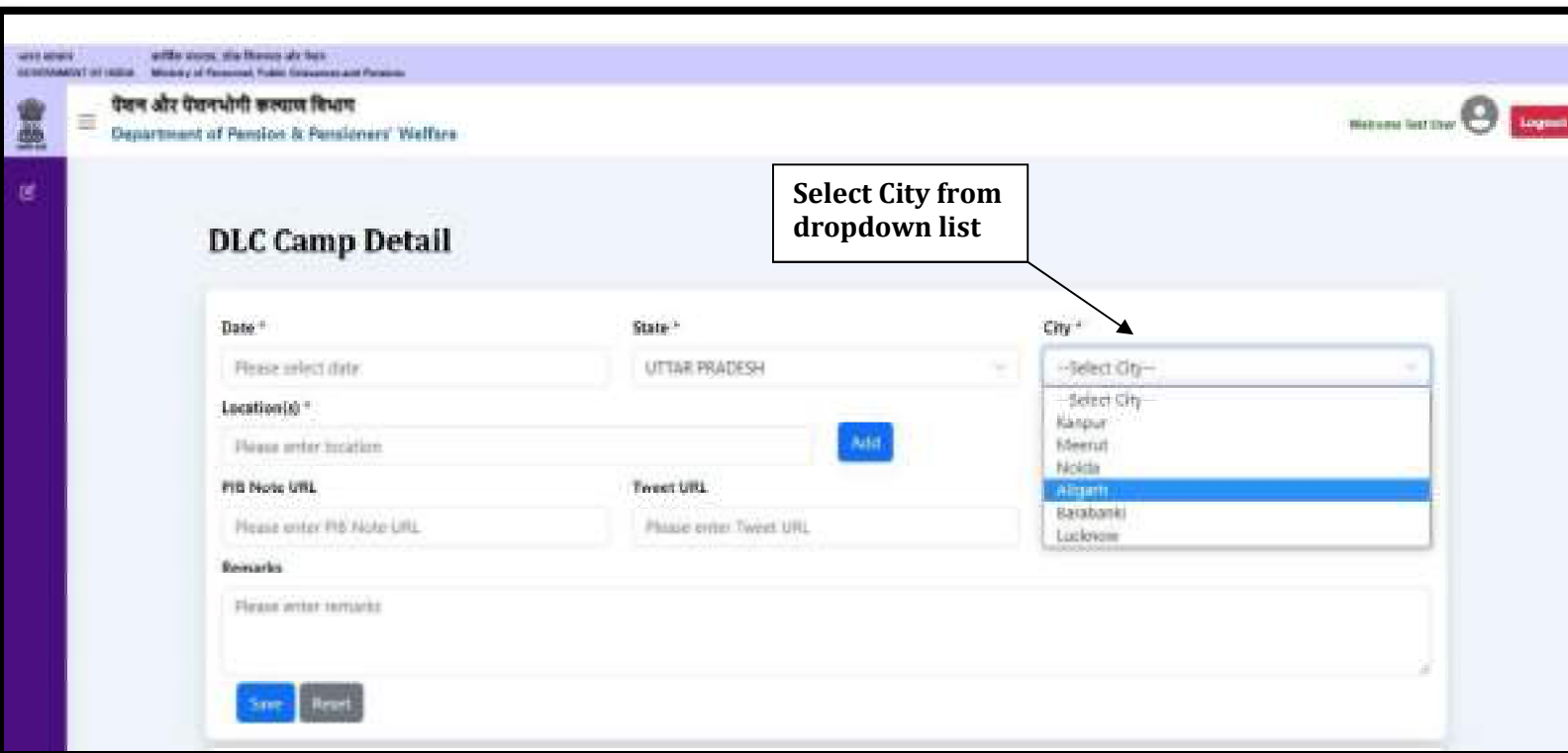
- The user can select date from the calendar.

This screenshot is similar to the previous one but shows a calendar popup for the 'Date' field. A callout box with the text 'Select Date from calendar' has an arrow pointing to the calendar. The calendar displays the month of July 2022, with the 25th highlighted. The rest of the form fields and layout are identical to the previous screenshot.

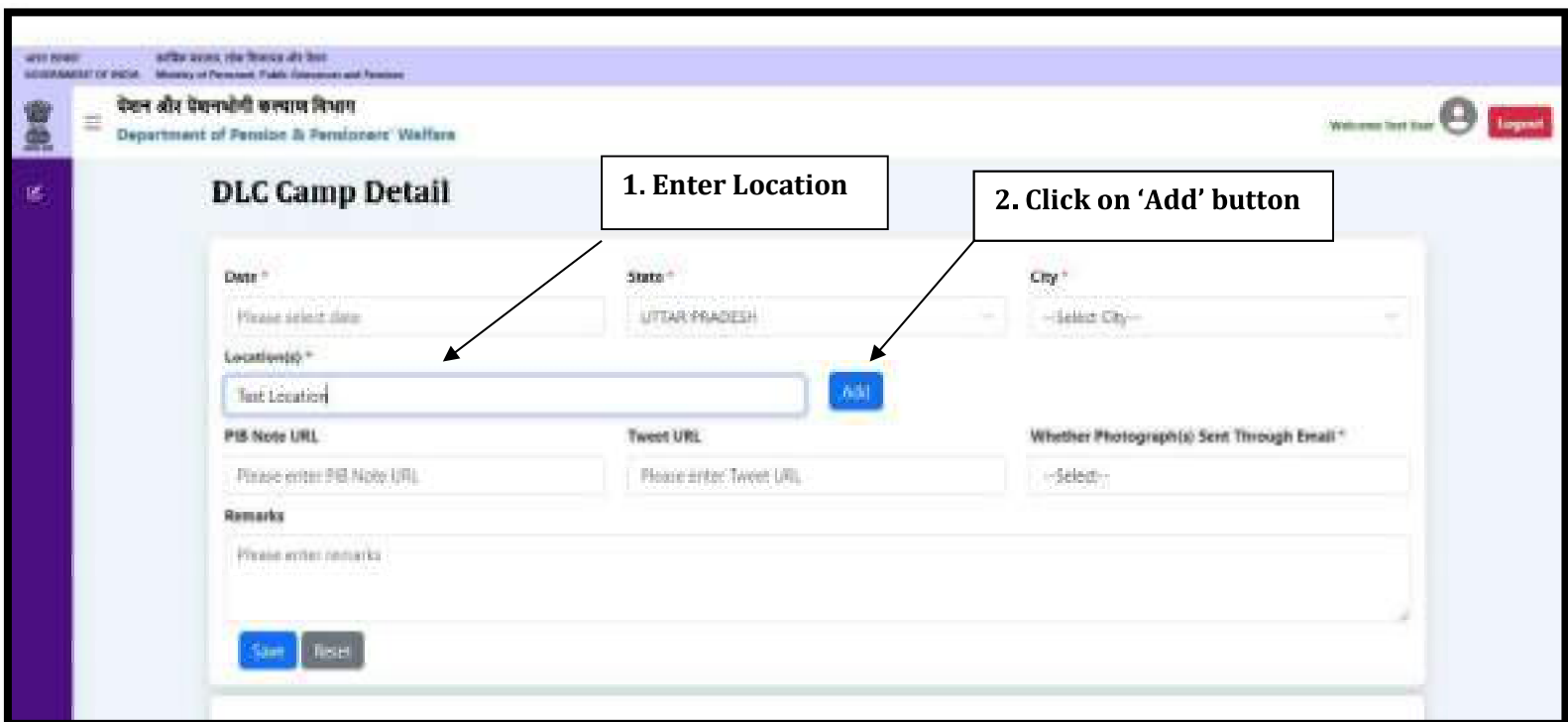
- The user can select the state from dropdown list.



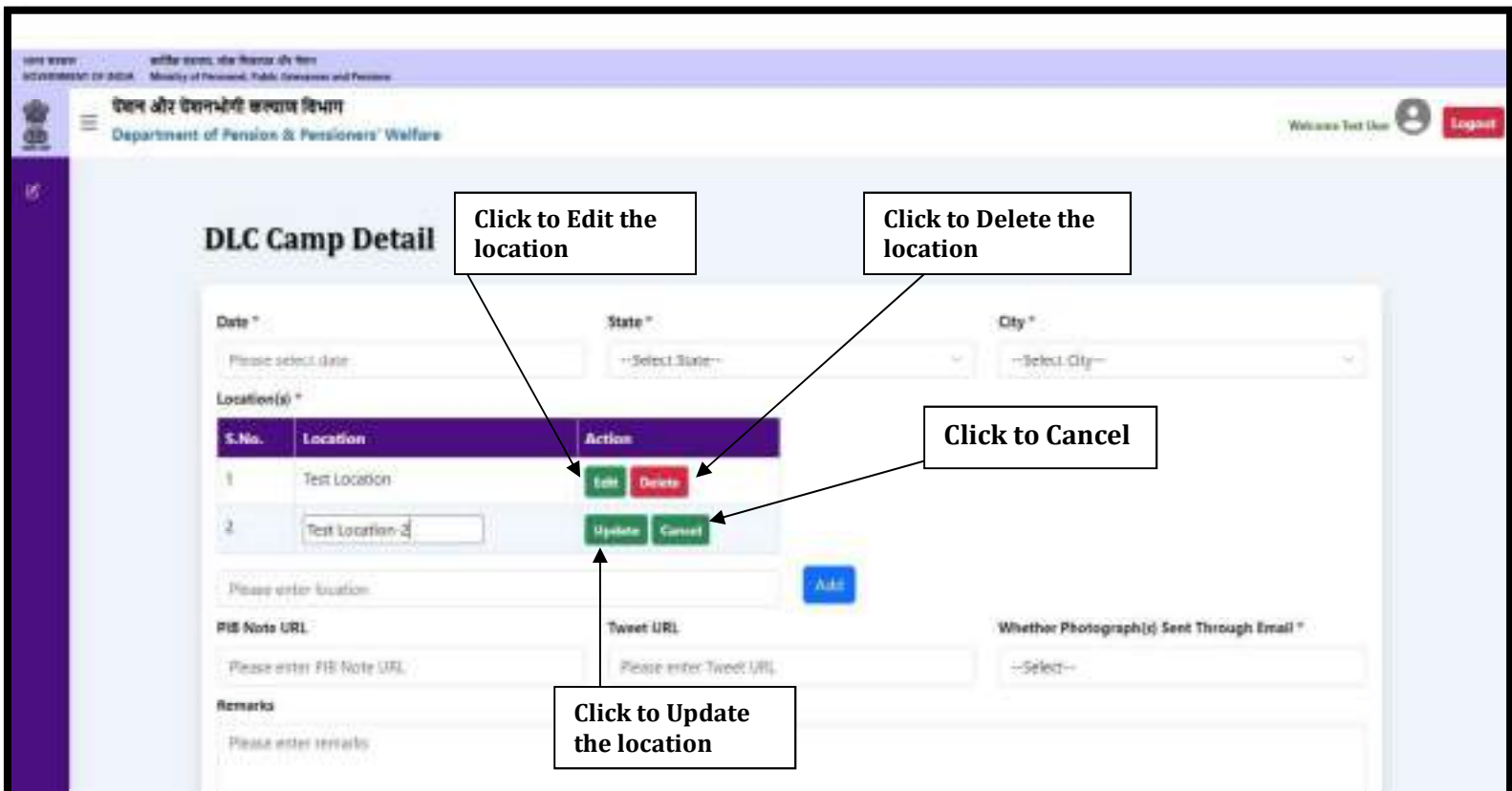
- The user can select a city from the city dropdown list, the dropdown list for the city will be populated after selecting the state from the state dropdown list.



- Enter the Location and click on the **Add** button.



- Click on the **Edit** button to edit the saved location.
- Click on the **Update** button to save the location.
- Click on the **Cancel** button to cancel.
- Click on the **Delete** button to delete the location.



- If any PIB Note URL has been issued, enter the URL in the PIB Note URL field.
- If any Tweet URL has been issued, enter the URL in the Tweet URL field.

The screenshot shows the 'DLC Camp Detail' form on the Department of Pension & Pensioners' Welfare website. The form includes fields for Date, State, City, Location(s), PIB Note URL, Tweet URL, and Whether Photograph(s) Sent Through Email. A 'Remarks' field is also present. Callout boxes point to the 'PIB Note URL' and 'Tweet URL' fields with the text 'Enter PIB Note URL' and 'Enter Tweet URL' respectively. A blue 'Add' button is visible next to the Location(s) field. At the bottom, there are 'Save' and 'Reset' buttons.

- If you have sent the photograph(s) of DLC Camp through email on **doppw-dlc@gov.in**, then select **Yes** from the dropdown otherwise, select **No**.
- If you have any query regarding DLC Camp, then enters your query in **Remarks** field up to 500 characters.
- Click on the **Save** button to save the details.

This screenshot shows the 'DLC Camp Detail' form with the 'State' dropdown set to 'UTTAR PRADESH' and the 'Whether Photograph(s) Sent Through Email' dropdown open, showing 'Yes' and 'No' options. Callout boxes provide instructions: 'Any other information about Camp' points to the 'Remarks' field; 'Please select whether Photograph(s) of DLC Camp has been sent or not.' points to the dropdown menu; and 'Click on Save button' points to the 'Save' button at the bottom left. A 'Reset' button is also visible next to the 'Save' button. A callout box at the bottom points to the 'Reset' button with the text 'Click on Reset button'.

- The user can see saved DLC Camp Details in the list, if the user wants to edit the DLC Camp Details, then click on the **Edit** button.

The screenshot shows the user interface of the Department of Pension & Pensioners' Welfare. At the top, there are navigation menus in Hindi and English, including 'Department of Pension & Pensioners' Welfare'. Below the header, there are input fields for 'Please enter PIB Note URL', 'Please enter Tweet URL', and a dropdown menu. A 'Remarks' section with a text area and 'Save' and 'Reset' buttons is also present. The main content is a table with columns: S.No., Date, State, City, PIB Note URL, Tweet URL, Location(s), Photos Sent, and Action. Two rows of data are visible. The first row has an 'Edit' button highlighted with a callout box. The second row also has an 'Edit' button. At the bottom, there is a footer with the NIPCC logo and copyright information.

| S.No. | Date | State | City | PIB Note URL | Tweet URL | Location(s) | Photos Sent | Action |
|-------|------------|----------------|--------------|---------------------------------------|---------------------------------|-------------|-------------|--------|
| 1 | 25/07/2023 | UTTAR PRADESH | Banshahi | https://pib.gov.in/view/41110c61e1a9a | https://twitter.com/vilove/ogit | Loc1,Loc2 | Yes | Edit |
| 2 | 16/07/2023 | ANCHAL PRADESH | Vicakhapaman | | | Loc1,Loc2 | No | Edit |

Click on Edit button to edit the DLC Camp Details

Updation/Editing of Existing DLC Camp Details

- Update/Edit the desired information/details and click on the **Update** button.

The screenshot displays the 'DLC Camp Details' form on the Department of Pension & Pensions' Welfare portal. The form contains the following fields and elements:

- Date:** 25/07/2023
- State:** UTTAR PRADESH
- City:** Barabanki
- Location(s):** A table with 3 columns: S.No., Location, and Action. It contains two rows of data.
- Please enter location:** A text input field with a 'Add' button.
- PIB Note URL:** https://pib.gov.in/viewAllBooklet.aspx
- Tweet URL:** https://twitter.com/flow/login
- Whether Photograph(s) Sent Through Email:** Yes
- Remarks:** A text area containing placeholder text.
- Buttons:** 'Update' and 'Reset' buttons at the bottom.

A callout box with the text "Click on 'Update' button" has an arrow pointing to the 'Update' button.

| S.No. | Location | Action |
|-------|----------|---|
| 1 | Loc1 | Edit Delete |
| 2 | Loc2 | Edit Delete |

--- End ---