Telephone : 020-25614299
AX1/HRM/ST-PEN/CIR-104/2020-21

Email : bomcopension@mahabank.co.in
06/11/2020

ALL BRANCHES/OFFICES OF THE BANK

Dear Sir,

Reg:- Staff pension Payment:- Submission of Life Certificate

This has reference to our earlier Circular No. AX1/HRM/ST-PEN/CIR-104/2020-21 dated 29/10/2020 regarding submission of life Certificate by staff pensioners in Home and Non Home Branches.

Government of India has introduced biometric enabled Aadhar Based Digital Life certificate (DLC) called **"JEEVAN PRAMAAN" for pensioners.** It uses the Aadhaar platform for online biometric-authentication. It aims to streamline the process of getting life certificate and making it hassle free and much easier for the pensioners.

Using Jeevan Pramaan, a pensioner need not present himself/herself personally before the Pension Disbursing Officer to submit a Life Certificate. The DLC is stored online & can be accessed by the Pension Disbursing Officer as and when required by them, thus doing away with the requirement of a pensioner having to submit a physical Life Certificate.

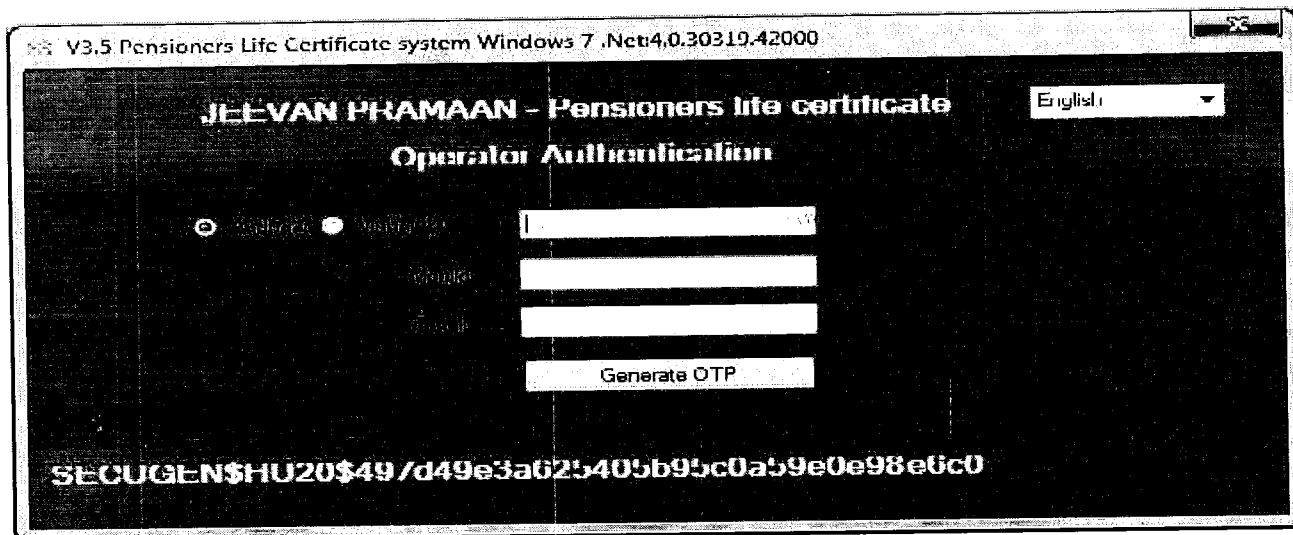**Pre-requisites for pensioners to register in Jeevan Pramaan.**

1. The pensioner must have Aadhaar number.
2. The pensioner must have existing mobile number.
3. Registration of the Aadhaar number with Pension disbursing Agency (Bank etc). This is required by the Pension Disbursing Agency for processing of pension.
4. Staff Pension Bank Account Number (Proof- Pass book).
5. PPO number (BOM / Year of retirement / PF number)

The pensioner can provide Virtual ID in case he/she does not want to provide his/her Aadhaar number to generate the Jeevan Pramaan. Virtual ID is a temporary 16 digit number which can be used by the citizen and can be obtained from Unique Identification Authority of India (UIDAI) To know more about Virtual Id, visit UIDAI website.
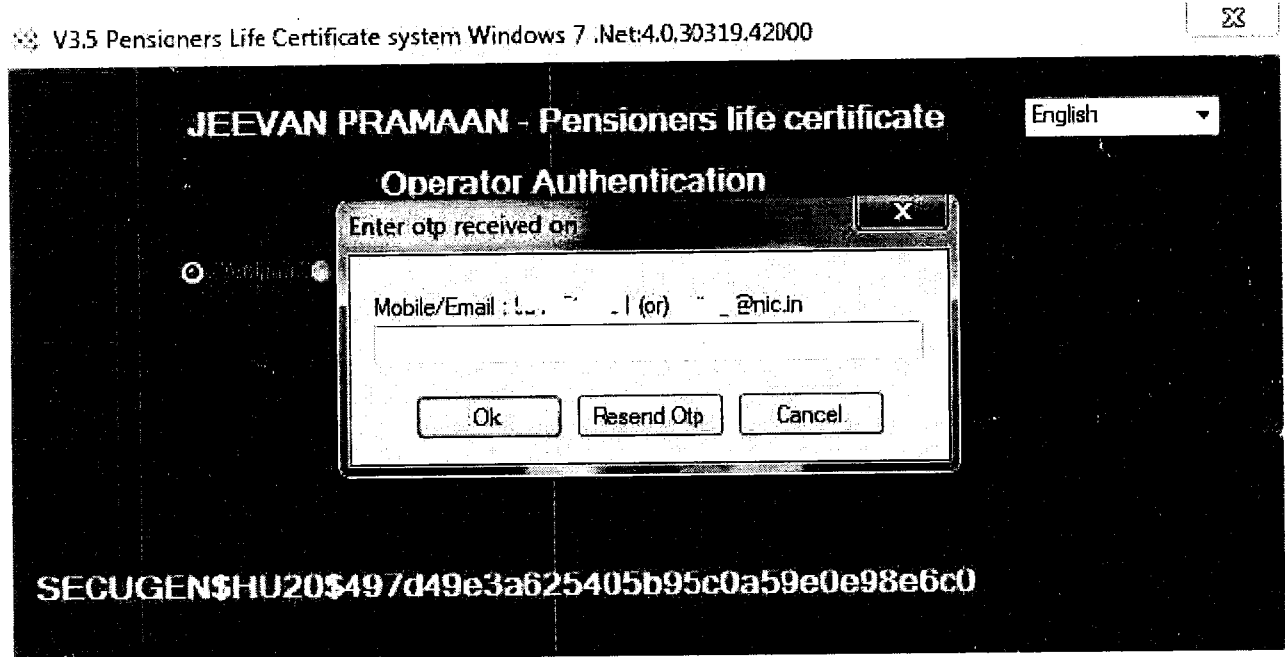
The One time Step to be performed by E-Seva Kendra/ Customer Service Centre/ Bank (Operator Authentication) is as below:

1. Run Jeevan Pramaan application by Double Clicking on Jeevan Pramaan software.

2. Enter Aadhaar number or Virtual ID. Fill in your Mobile Number, email ID and click on *Generate OTP* (Kindly give correct mobile number and email ID as One Time Password will be sent to this Mobile Number and e-mail Id) .You will receive the *One Time Password* on mobile number as well as e-mail Id you have mentioned above. On clicking 'Generate OTP' below shown screen is presented.
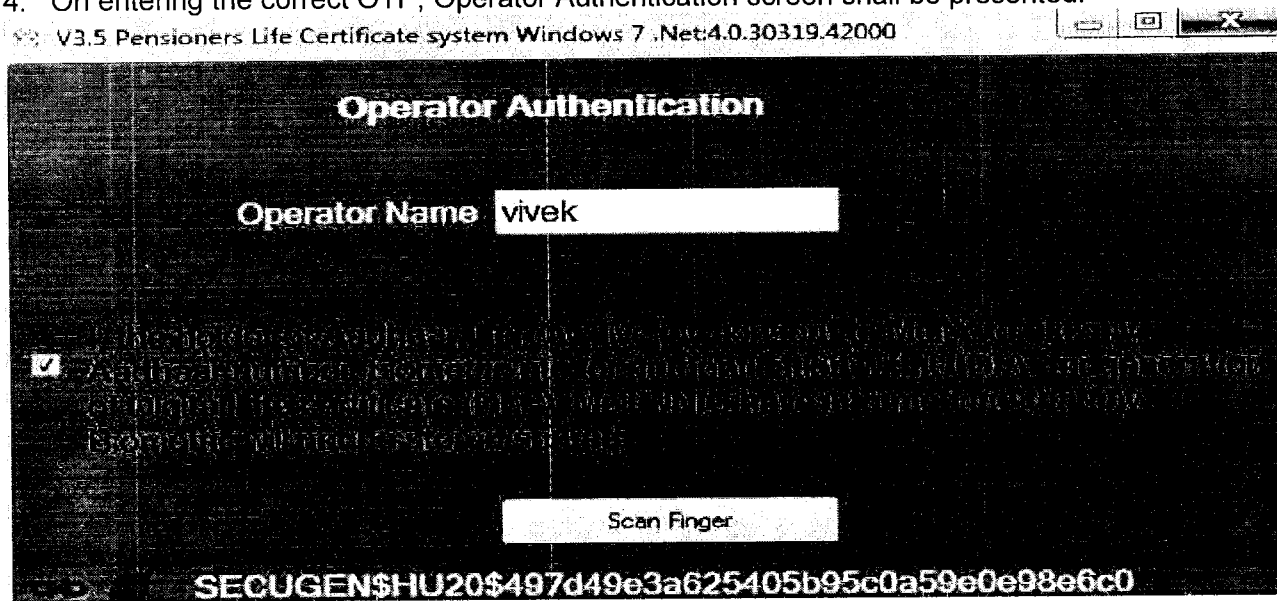
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3. Enter the OTP and click OK (In case OTP is not received on the mobile number, click on 'Resend Otp' shall be re-sent)
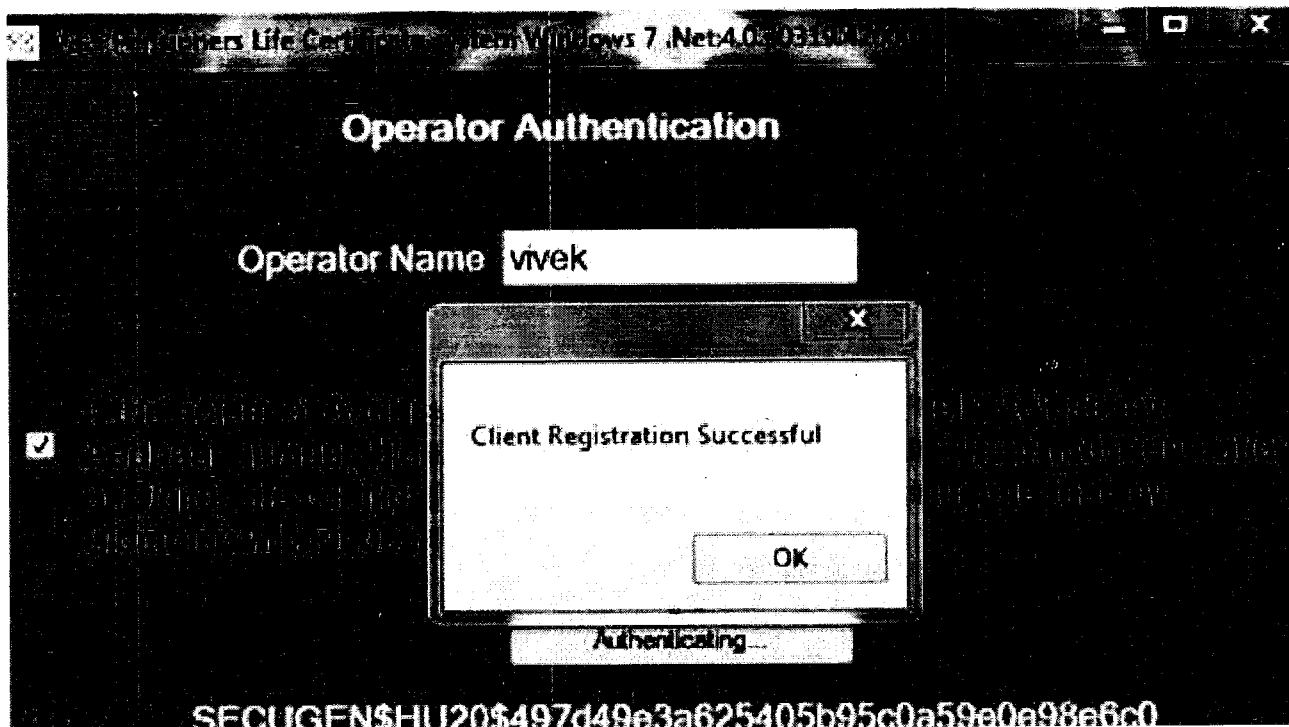
4. On entering the correct OTP, Operator Authentication screen shall be presented.

5. Provide Name and Email ID, and check the check-box provided and click 'Submit'.
6. Scan Finger/Iris depending on the attached biometric device.
7. On successful Aadhaar Authentication, 'Client Registration Successful' message appears as shown below. Click on OK.

8. On Clicking OK, the application will close and restart and application is ready for Jeevan Pramaan generation.
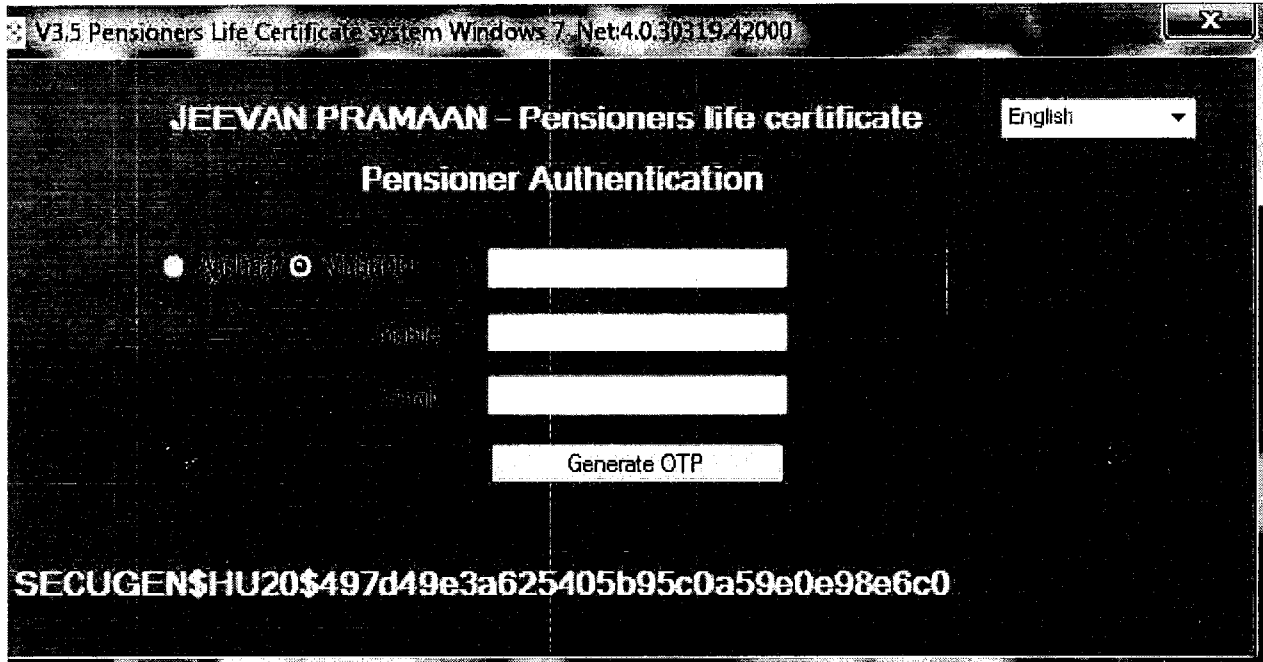9. Now you will be presented with the Pensioner Authentication Screen.
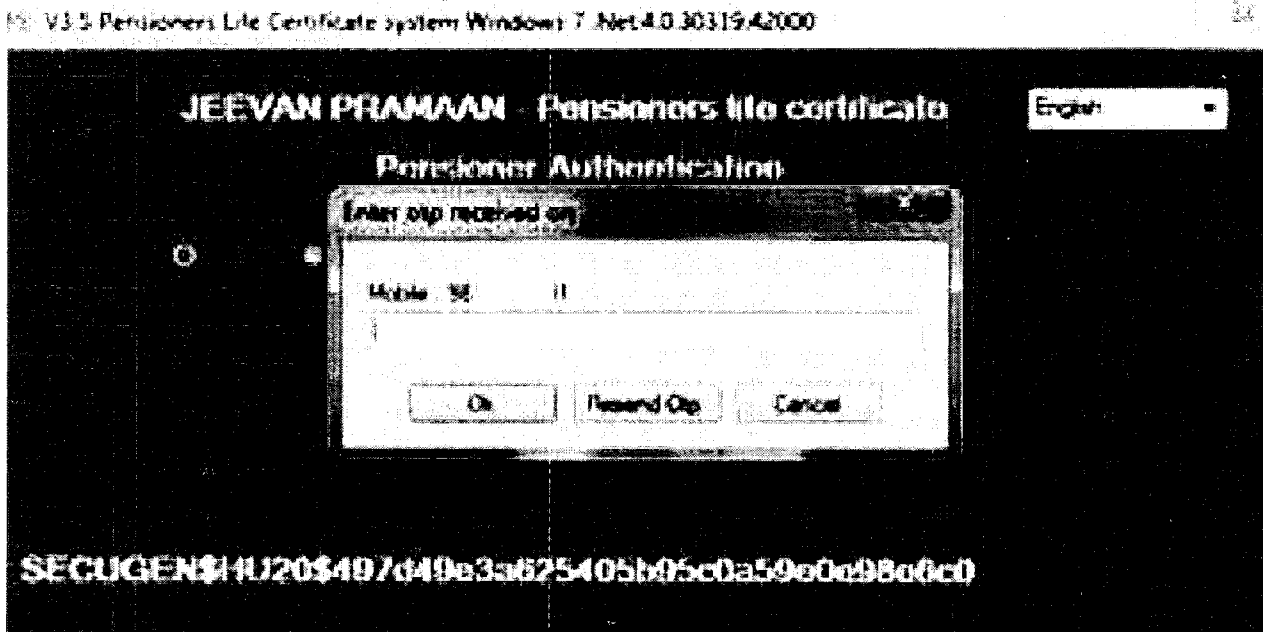
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The pensioner should visit the nearest Customer service Centre and follow the steps as below:

Pensioner Authentication and Certificate Generation.

1. Once in Pensioner Authentication Screen, either provide the Aadhaar number or Virtual ID of the **Pensioner**.

2. Provide the Mobile number and e-mail ID. E-mail Id is not mandatory. (Pl note the One Time Password i.e OTP shall be sent to the mobile no. and e-mail-id provided)

3. The Pensioner will receive the OTP on the mobile number given in Step 1 above.
4. Enter the OTP and click OK. (See Screen Shot below)

5. On entering the correct OTP, you will be presented with following screen.

- Pensioner Name
- Type of Pension
- Sanctioning Authourity
- Disbursing Agency
- Agency
- PPO Number
- Account Number(Pension) |
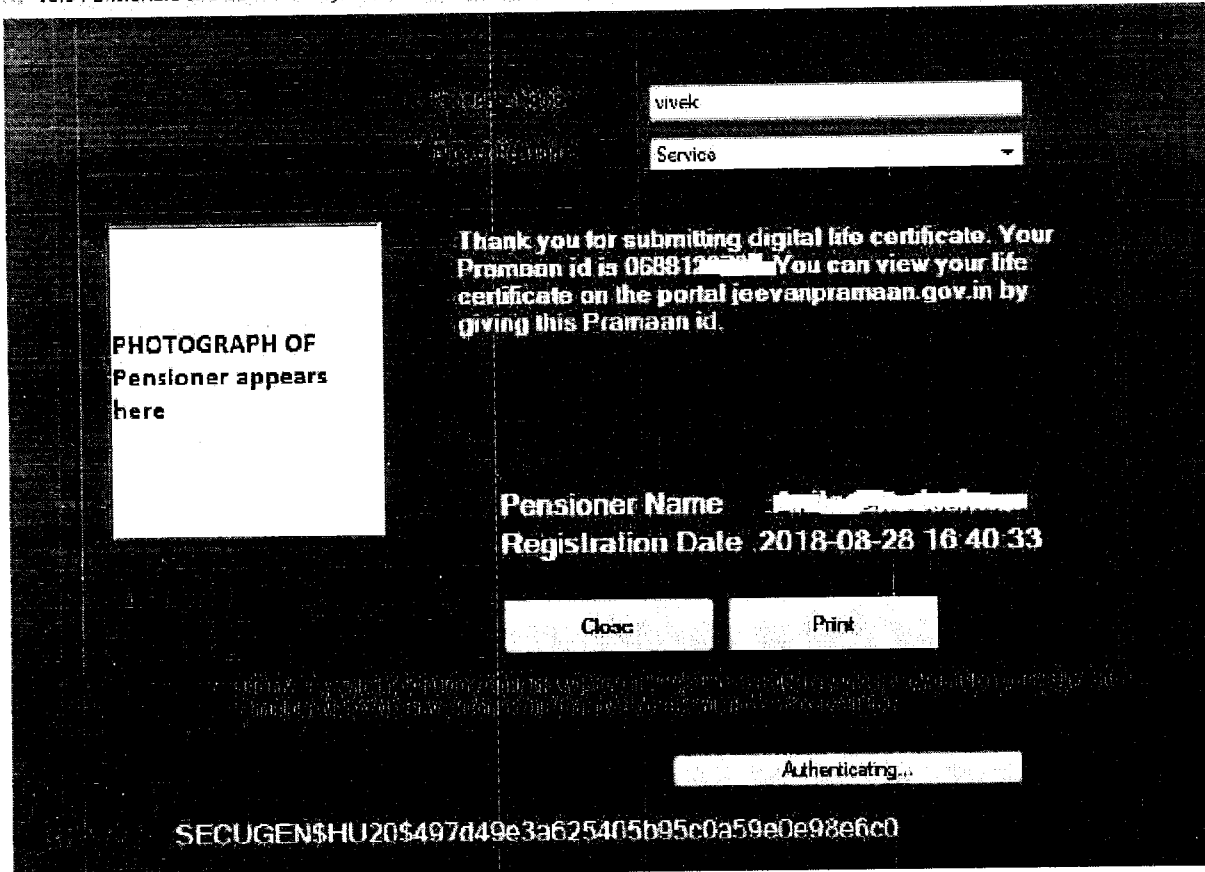
Is Re Employed?   Yes   ○ No

Is Re Married?   Yes   ○ No

I, the holder of Aadhaar, hereby give my consent to MeitY to use my Aadhaar number, biometric etc for e-KYC with UIDIAI for generation of Digital Life certificate (DLC). I also give my consent for sharing of Aadhaar number and my DLC with my Pension Disbursing Agency and Pension Sanctioning Authority for pension processing and intimation. MeitY/NIC have informed me that my Biometric will not be stored/shared.

Scan Finger

6. Fill in Pensioner's Name, PPO Number (BOM/ YEAR OF RETIREMENT/PF NUMBER eg: BOM/2000/04941), Account No, e-mail. Choose appropriate Pension-type (Service Pension/ Family Pension), Sanctioning Authority (Bank of Maharashtra) , Disbursing Agency (Bank of Maharashtra) Agency from Drop-down list, Select Remarried options (Y/N) , Re-Employed Options (Y/N).

7. Also Click small grey box, Read the consent before clicking submit

8. Scan Finger/Iris depending on the attached biometric device.

9. On successful Authentication the life certificate of the pensioner is displayed as shown below. The life certificate has a unique Pramaan ID, which shall be SMS to pensioner on the mobile number provided by him/her in step 1. You can also print the generated life certificate by clicking on 'print'.

10. The Pramaan ID can also be used to download the digital life certificate from the portal https://jeevanpramaan.gov.in/ppouser/login.

vivek

Service

Thank you for submitting digital life certificate. Your Pramaan id is 068912░░░░You can view your life certificate on the portal jeevanpramaan.gov.in by giving this Pramaan id.

PHOTOGRAPH OF Pensioner appears here

Pensioner Name ░░░░░░░░░░░░

Registration Date 2018-08-28 16:40:33

Close   Print

Authenticating...

SECUGEN$HU20$497d49e3a6254f5b95c0a59a0e98e6c0

10. This will complete the Authentication and Digital Life certificate generation process.

Pensioners are requested to send us Pramaan ID generated or Digital Life certificate copy to our e-mail id bomcopension@mahabank.co.in directly to update at our end.

The physical submission of Life certificate at Home and Non Home branch is also continued and branches should follow instructions for the same as per our earlier circular AX1/HRM/ST-PEN/CIR 104/2020-21 dated 29/10/2020.

Branches should bring into notice of the above circular to the Staff Pensioners for timely submission of Life certificate.

Yours Faithfully,

(Radheyshyam Bansal)
General Manager
HRM

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