



**परमाणु ऊर्जा शिक्षण संस्था**  
(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय)  
**ATOMIC ENERGY EDUCATION SOCIETY**  
(An Autonomous Body under Department of Atomic energy, Govt. of India)  
केन्द्रीय कार्यालय, वेस्टर्न सेक्टर, अणुशक्तिनगर, मुंबई - 400094.  
**CENTRAL OFFICE, Western Sector, Anushaktinagar, Mumbai – 400 094**

Ref No.: AEES/Accts/Pension/Life Certificate/2025/755

Date: 13/10/2025

## **CIRCULAR**

**Subject: Submission of Digital Life Certificate (DIGITAL LIFE CERTIFICATE)  
via Jeevan Pramaan for the Year 2025-26 Onwards**

### **1. Introduction: A Modernized Approach to Annual Life Certificate Submission:**

This circular announces a significant and modernization of the annual life certification process for all pensioners and family pensioners of the Atomic Energy Education Society (AEES). The pension/family pension of all existing pensioners/family pensioners is valid till **30/11/2025**. Further renewal requires a valid Life Certificate and other certificates (applicable for family pensioners other than a spouse).

In November 2014, an online system for the submission of Life Certificates, “Jeevan Pramaan,” was launched by the Hon’ble Prime Minister. In alignment with the Government of India’s Digital India initiative, and to enhance convenience and efficiency, AEES is transitioning to a fully digital system for annual verification.

Effective from the annual submission period of 2025-26 (i.e., October/November 2025), all AEES pensioners and family pensioners residing in India are required to submit their annual DIGITAL LIFE CERTIFICATE (DLC) through the Jeevan Pramaan platform/portal.

This transition is designed to eliminate the logistical hurdles associated with the previous system and to provide a more secure, convenient, and transparent process for all valued pensioners.

### **2. The Jeevan Pramaan Initiative: Key Benefits for Pensioners & Family Pensioners**

The Jeevan Pramaan initiative is a secure, Aadhaar-based digital service that addresses the challenges pensioners, particularly the aged and infirm, face in providing a physical life certificate each year. By adopting this platform, AEES aims to provide a hassle-free experience.

The key benefits of this new system include:

- 1) **Convenience and Accessibility:** Pensioners can generate their Life Certificate from anywhere, including the comfort of their home using a smartphone, or by utilizing the nationwide doorstep service provided by India Post Payments Bank (IPPB) through its network of Postmen and Gramin Dak Sevaks. This eliminates the need for physical visits to offices or banks.
- 2) **Efficient Digital Management:** Each Digital Life Certificate (DLC) is stored in a central repository, allowing AEES to access records efficiently and eliminating the risk of lost documents. Pensioners can track the status of their certificate online using their Pramaan ID to confirm its acceptance by AEES.
- 3) **Nationwide Support Campaigns:** To further assist pensioners, the Department of Pension & Pensioners' Welfare (DoPPW) conducts nationwide DLC submission campaigns every November. Campaign locations can be found at <https://ipension.nic.in/dlcportal/CampaignCities.aspx>.

### 3. Standard Operating Procedures (SOPs) for Generating the Digital Life Certificate

Pensioners can generate their DIGITAL LIFE CERTIFICATE through any of the following methods. It is imperative that in all cases, when prompted for "**Pension Sanctioning Authority**" and "**Pension Disbursing Authority**", pensioners **MUST** select "**ATOMIC ENERGY EDUCATION SOCIETY**" for both fields. Failure to do so will result in the DIGITAL LIFE CERTIFICATE not being delivered to AEES for further Pension Payments.

**\*\*In case the pensioner has had a DIGITAL LIFE CERTIFICATE generated and accepted in previous years, then these details are auto-populated. \*\***

#### 3.1 Method 1: Using a Smartphone via Face Authentication (Recommended Method)

This is the most convenient method, allowing pensioners to complete the entire process from home in a few minutes. The process involves three main stages:

##### Stage A: Install Required Applications

1. Open the Google Play Store (on an Android phone) or the Apple App Store (on an iPhone).
2. Search for the app named "AadhaarFaceRd" and install it. This application is essential for capturing facial biometrics and will run in the background.
3. In the same app store, now search for the "Jeevan Pramaan Face App" and install it. This is the main application to be used to generate the certificate.

##### Stage B: One-Time Operator Authentication by Pensioner or on behalf of Pensioner

1. Open the "Jeevan Pramaan" app for the first time. It will require a one-time operator authentication to register the device. The pensioner can act as their own operator. Alternatively, a family member or a trusted person can complete this step.
2. Enter the operator's Aadhaar number and mobile number. An OTP (One-Time Password) will be sent to this number. Enter the received OTP to proceed.
3. The app will then request permission to access the camera to scan the operator's face. The on-screen instructions should be followed carefully (e.g., "Position your face within the oval," "Blink your eyes," "Hold still").
4. Upon a successful scan, a confirmation message like "Operator Authentication Successful" will be displayed. This step will not need to be repeated on this device.

##### Stage C: Pensioner Authentication and DIGITAL LIFE CERTIFICATE Generation

1. The app will now proceed to the "Pensioner Authentication" screen. The pensioner should enter their Aadhaar Number and the mobile number where they wish to receive the confirmation SMS. An OTP will be sent to this number, which must be entered to proceed.
2. On the next screen, the pensioner must fill in their pension details accurately:
  - Pension Sanctioning Authority: Select **ATOMIC ENERGY EDUCATION SOCIETY**.
  - Pension Disbursing Authority: Select **ATOMIC ENERGY EDUCATION SOCIETY**.
  - Pension Number: Enter 4-digit (PXXXX) Pension number or (FXXXX) Family pension number available on the Pension/Family Pension Slip (<https://aees.gov.in/pension.html>)
  - Account Number: Enter the bank account number in which the pension is being received.
3. The app will display the declarations regarding non-employment and non-remarriage. Pensioners should review them and tick the consent checkboxes. Click the 'Scan' button.
4. The app will now use the front camera to scan the pensioner's face. The pensioner should ensure they are in a well-lit area with a plain background and follow the on-screen prompts.
5. Upon a successful face scan, the pensioner's Digital Life Certificate will be generated instantly. A Pramaan ID will be displayed and will also be sent to their mobile number via SMS.

### 3.2 Method 2: Availing Doorstep Service from India Post Payments Bank (IPPB)

For pensioners who are very old and require assistance, the IPPB provides a reliable doorstep service:

- 1) Requesting the Service: A visit from a postman or Gramin Dak Sevak can be booked using one of the following channels:
  - Online Portal: Visit <http://ccc.cept.gov.in/ServiceRequest/request.aspx> and fill out the service request form.
  - Mobile App: Download the "PostInfo" application and submit a service request.
  - Toll-Free Number: Call 155299 to place a request over the phone.
  - In-Person: A visit to the nearest Post Office can also be made to request the doorstep service.
- 2) Preparing for the Visit: A postman will be assigned to visit the residence at a scheduled time. Pensioners should keep the following information ready:
  - Pension Number
  - Aadhaar Number
  - Pension Account Number
  - Mobile Number
  - Type of Pension: Service/Family
- 3) The Process: The postman will arrive with a smartphone and a certified biometric device (for fingerprint or iris scanning). The postman will enter the pensioner's details into the Jeevan Pramaan application. Pensioners must instruct him to select **"ATOMIC ENERGY EDUCATION SOCIETY"** as both the Sanctioning and Disbursing Authority.
- 4) Authentication and Payment: The pensioner will need to provide their fingerprint or iris scan for biometric authentication. Upon successful generation of the DIGITAL LIFE CERTIFICATE. Charges, if any, has to be borne by the Pensioner.

### 3.3 Method 3: Visiting a Designated Service Centre

As a third option, pensioners can visit a designated service centre to have their DIGITAL LIFE CERTIFICATE generated. These centres are equipped with the necessary hardware and trained personnel for assistance. Pensioners may visit any of the following:

- Any branch of a PSU bank.
- The local Post Office.
- A Common Service Centre (CSC).

Procedure: The pensioner should approach the designated official and request the generation of a Jeevan Pramaan DIGITAL LIFE CERTIFICATE. They must provide their PPO, Aadhaar card, and bank account details. It must be clearly stated that **"ATOMIC ENERGY EDUCATION SOCIETY"** must be selected as both the Sanctioning and Disbursing Authority. The pensioner will need to provide their biometrics (fingerprint or iris scan) to complete the process. Charges, if any, has to be borne by the Pensioner.

## 4. Post-Submission: How to Track and Confirm the DIGITAL LIFE CERTIFICATE

Generating the DIGITAL LIFE CERTIFICATE is the first step; confirming its acceptance by AEES is the final one. The Pramaan ID received by the pensioner is the key to tracking the certificate.

1. After successfully generating the DIGITAL LIFE CERTIFICATE, an SMS containing a unique 10-digit Pramaan ID will be sent. Pensioners should save this ID for their records.
2. To check the status, pensioners should visit the Jeevan Pramaan portal for pensioners: <https://jeevanpramaan.gov.in/ppouser/login>.
3. The pensioner enters their Pramaan ID and the security code shown on the screen, then clicks on "Generate OTP." The OTP received on their mobile number should be entered to log in.
4. The pensioner will be able to view and download a PDF copy of their Digital Life Certificate. The portal will also display the processing status.
5. The process is considered fully complete only when the status message reads: **"Your Digital Life Certificate has been successfully accepted by Atomic Energy Education Society"**. It is the pensioner's responsibility to check this status and ensure successful acceptance.

## 5. Important Instructions for Specific Pensioner Categories

The following instructions apply to specific categories of pensioners and must be strictly adhered to.

### 5.1 For Pensioners Residing Abroad

The Digital Life Certificate (Jeevan Pramaan) process described above is NOT APPLICABLE to pensioners residing outside of India as Jeevan Pramaan does not work outside India. They should submit a physical Life Certificate obtained from the Indian Embassy, High Commission, or Consulate. Pensioners residing abroad must continue to follow the established physical certification procedure:

- They are required to obtain a physical Life Certificate in the prescribed format.
- This certificate must be signed and attested by a designated official at the nearest Indian Embassy, High Commission, or Consulate in their country of residence.
- The original, duly attested certificate must be sent by post/courier to the Assistant Accounts Officer (Pension), Central Office, AEES in Mumbai. It is the pensioner's responsibility to ensure that the certificate reaches the office by the specified due date.

### 5.2 For Dependent Family Pensioners (Parents/Son/Daughter)

As per the Central Civil Services (Pension) Rules, 2021 family pension to parents, sons, unmarried/widowed/divorced daughters are subject to an income criterion in accordance with Rule 50(12)(1):

- 1) A copy of the latest Income Tax Return (ITR) (Form & Acknowledgement filed) by the family pensioner.
- 2) A certificate of income from a sub-divisional magistrate.

Please note that the above Income Certificate requirement is in addition to the Digital Life Certificate.

### 5.3 Declaration of Employment/Re-Employment (For GROUP – A officers)

- 1) A retired Group 'A' officer who has accepted commercial employment or has been re-employed in a government department, public sector undertaking, or autonomous body within one year of retirement, MUST formally notify the Pension Section, AEES of their employment status.
- 2) A retired Group 'A' officer who has accepted employment under a Govt. outside/inside an International Organization of which Govt. of India is not a member, MUST formally notify the Pension Section, AEES of their employment status.

## 6. Submission Timelines and Compliance

The annual submission window for the Digital Life Certificate is as follows. Pensioners are encouraged to submit their certificates early to avoid any last-minute technical issues:

| Pensioner Category                              | Submission Opening Date       | Submission Due Date            | Important Note                                                                      |
|-------------------------------------------------|-------------------------------|--------------------------------|-------------------------------------------------------------------------------------|
| Aged 80 years and above (Super Senior Citizens) | 1 <sup>st</sup> October 2025  | 30 <sup>th</sup> November 2025 | DIGITAL LIFE CERTIFICATEs generated before 01/10/2025 will be invalid and rejected. |
| Aged 79 years and below                         | 1 <sup>st</sup> November 2025 |                                | DIGITAL LIFE CERTIFICATEs generated before 01/11/2025 will be invalid and rejected. |

**Compliance:** All pensioners are hereby advised that the submission of the applicable certificate(s) within the stipulated timeline is a statutory requirement for the continued drawal of pension. **If the Digital Life Certificate (and Income Certificate, where applicable) by the due date of 30<sup>th</sup> November 2025 will result in the temporary suspension of pension payments from the month of December 2025 onwards, without any further notice.**

**7. Help and Support for Pensioners to ensure a smooth transition to the new system:**

- Contact Person: Smt. Yashoda Rawat, Assistant Accounts Officer
- Landline: 022-20858576
- Mobile & WhatsApp: 9869464221
- Email: pension@aees.gov.in

**THIS CIRCULAR SUPERSEDES ALL PREVIOUS COMMUNICATIONS REGARDING THE SUBMISSION OF ANNUAL LIFE CERTIFICATES.**

**ALL PENSIONERS ARE REQUESTED TO TAKE NOTE OF THESE CHANGES AND ENSURE TIMELY COMPLIANCE.**

This issues with the approval of competent authority in AEES.

*Rawat*  
3/10/2018

(Yashoda Rawat)

Assistant Accounts Officer (Pension)

To,  
All Pensioners & Family Pensioner of AEES

Copy to:

- 1) Office of Chairman, AEES
- 2) Office of Secretary, AEES
- 3) Chief Administrative Officer, AEES
- 4) Head, Academic Unit, AEES
- 5) All Heads of AECS/JC
- 6) Sr. Accounts Officer, AEES
- 7) ADMO-III, AEES
- 8) All Section Heads, AEES