

NAVPEN - VETERANS ANCHOR

ANNUAL LIFE CERTIFICATION ON SPARSH

INTRODUCTION

There are two types of Life Certification:-

- (a) DLC (Digital Life Certificate).
- (b) MLC (Manual Life Certificate).

PERIODICITY

- (a) Validity of Life Certification (LC) is one year, the next due date is mentioned on your pension slip.
- (b) Life Certification (LC) can be done in any month of the year, not restricted to November as in the past.
- (c) Mandatory to do Life Certification after migration.
- (d) Mandatory For Family Pensioner (first time) to commence Family Pension.

DLC (DIGITAL LIFE CERTIFICATE)

Digital Life Certificate through Jeevan Pramaan Portal.

- Open JEEVAN PRAMAAN portal.
- Enter **Aadhaar No. and Mobile No.** of the Pensioner.
- Click **Generate OTP** button and OTP will be sent to the Registered Mobile number.
- Click **OK button**. New window will open to fill pensioner's details.
- Select **registered PPO Number** already showing in drop down list or select **Add New Pension PPO not in list** for yourself.
- Fill pensioner name as in the PPO.
- Select type of pension as **Service** & organisation type as **Central Government**.
- Select Sanctioning authority as **Defence PCDA (P) Allahabad**.
- Select PDA as **SPARSH PCDA (PENSIONS), Allahabad**.
- Enter the 12-digit SPARSH PPO number (**Pensioners ID**).
- Provide Pension **Bank Account No.** Click next Option in the bottom corner.
- Select **No Option** for the Questions.
- Select Next Button. **Click two tick Box** for declaration and submit.

- Click the **Biometric Scan Button** and **complete** authentication
- On successful authentication, **SPARSH DLC (Digital Life Certificate) will be generated** and updated.
- Intimation will be sent to registered mobile number and email id with auto generated link. Goto the link, generate OTP by giving Pension ID received in the registered mobile number and download digital life certificate for personal record.

Digital Life Certificate Through Sparsh Portal.

- Open the following website <https://sparsh.defencepension.gov.in/> .
- Log onto the pensioner's individual account.
- Click on **Life Certification/Identification** located on the right side of the page.
- Click on **Perform Life Certificate/ Identification**.
- Choose **Aadhar** and continue with the process of authentication.
- Make sure that the **biometric device** is connected to the system for DLC.

Utilisation of Common Service Centres (CSCs).

All CSCs, over four lakh across the country and popularly known as Jan Suvidha Kendra or eMitra, have been nominated as SPARSH **Service Centres to handhold defence pensioners through MoU between CGDA and MeITY**. Website to locate CSC is <https://locator.csccloud.in>.

MLC (MANUAL LIFE CERTIFICATE)

- Open the website sparsh.defencepension.gov.in
- Log into the portal account using your credentials.
- Click on the '**Identification**' menu available in the left panel of the page.
- **Click on** 'Generate MLC Number' to download a blank MLC form.
- A PDF file of 'Life Certificate' will get generated.
- Click on '**Initiate Request**' to initiate the Identification request- One grid will be displayed with the status of the request as '**Saved**'.
- Take the print out of the PDF file, fill the requisite details and get it signed by a Competent Authority (**Class-1 Gazetted Officer**) along with the Official Seal.
- Access the '**Identification Service Request**' and upload the signed Life Certificate.

For Pensioners Settled Abroad.

NRI Pensioners/family pensioners have to submit their life certificate for current year through following way/method as per Proforma No. 5 of Appendix- 11 of DPPI-2013 issued by an authorized official of the Embassy/High Commission of India, Consuls of Indian Consulates or a Notary Public or an officer on an Indian Public Sector Bank attached to its branch in the country, where the pensioner is residing.

(a) Through e-mails on mail IDs of SPARSH operating groups mentioned under :-

sparshnavy.dad@gov.in

For CO (Navy) & PBOR (Navy)

(b) Through post addressed to the PCDA (Pensioners), Prayagraj - 211014 (U.P.).

For SBI Customers.

SBI has developed an API with SPARSH and pensioners can visit any SBI branch for life certificate with physical copy for under mentioned documents:-

- Aadhar card
- Passbook
- Sparsh PPO

Pensioners have to fill up form for life certificate and submit at any Branch with above documents.

For Elderly Pensioners.

Pensioners can do Life Certification through the GRAMIN DAK SEVAKS by using the App of India Post Payments Bank and Door-step service by the consortium of Public Sector Banks. (As per para 2 of Office Memorandum, GOI, Nation-wide Digital Life Certificate Campaign 2.0, Nov 1-30, 2023 - Comprehensive Guidelines vide DoP&PW OM File No. 1(2)2023-P&PW(H) dated 09.08.2023)