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## **Handbook for New Process of 'Life Certificate Submission'**

### **Through Facial Recognition for ex-employees for PRMS**

Every year in November, every ex-employee and his/her spouse will initiate the process of 'Life Certificate' submission by opening a Jeevan Pramaan Application. The process will enable them to generate their own Digital Life Certificate (DLC) with a unique Pramaan ID, using Aadhaar number and Facial Recognition.

Updation of Life Certificate for PRMS will consist of two stages –

- (A) Ex-Employee (and spouse) generating Digital Life Certificate with the help of Aadhaar FaceRD(<https://play.google.com/store/apps/details?id=in.gov.uidai.facerd>) and Jeevan Pramaan 3.6 Android Face App (Jeevan Pramaan portal- Download application- Mobile Face App Download)
- (B) Ex-Employee submitting his Pramaan ID on the NTPC ex-employee portal(<https://ntpccemployees.ntpc.co.in>)

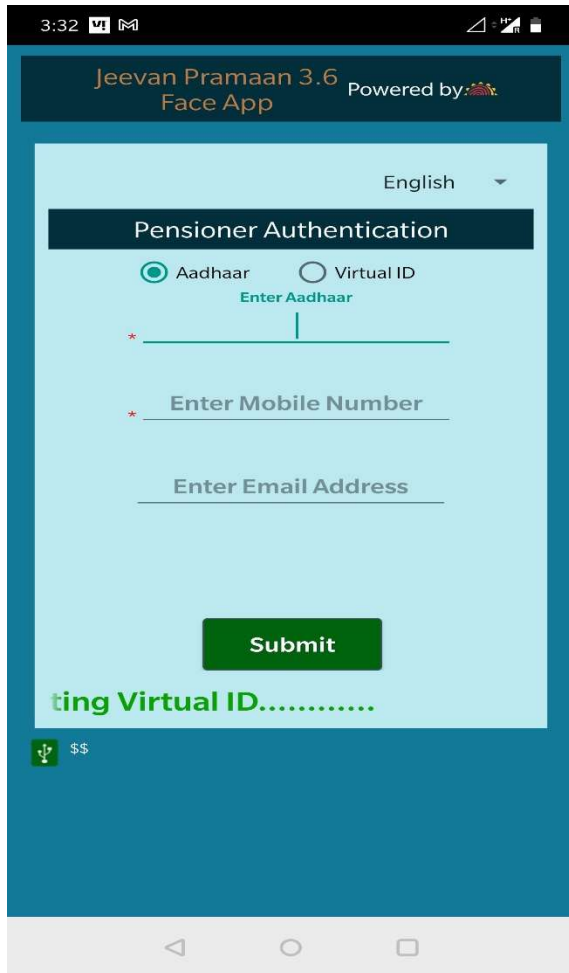
#### **Steps to follow:**

- (A) Digital Life Certificates can be generated by an ex-employee by downloading Aadhaar FaceRD(<https://play.google.com/store/apps/details?id=in.gov.uidai.facerd>) and Jeevan Pramaan 3.6 Android Face App (Jeevan Pramaan portal- Download application- Mobile Face App Download)

After successful generation of a Digital Life Certificate, an ex-employee has to follow Step B to complete 'Life Certificate Submission'

#### **Step A: To generate Jeevan Pramaan ID**

- (i) The ex-employee will have to go to Jeevan Pramaan 3.6 Face App downloaded in his/her Android Mobile.
- (ii) The user will have to provide his/her 16 digit Aadhar Number along with mobile number and email id.



The screenshot shows the 'Pensioner Authentication' screen of the 'Jeevan Pramaan 3.6 Face App'. The app is powered by 'Face App'. The language is set to 'English'. The form has three radio buttons: 'Aadhaar' (selected), 'Virtual ID', and 'Enter Aadhaar'. Below these are three input fields: 'Enter Aadhaar', 'Enter Mobile Number', and 'Enter Email Address'. A green 'Submit' button is at the bottom. The status bar at the top shows the time as 3:32 and various icons. The bottom navigation bar is visible.

- (iii) System will send OTP in the registered mail id. In the next step, the user will have to put the OTP and submit.
- (iv) In the next screen, User will have to provide necessary information like Pensioner name (same as entered in Aadhaar) and 'Service' as Type of pension.
- (v) In sanctioning authority, disbursing agency and agency fields of the form, user has to select NTPC Limited.
- (vi) Please note in PPO number field, user has to enter the medical card number. Note: Medical card numbers of 10 digits are printed on the back side of Medical Cards (Sanjeevani Cards) of all employees. It is composed of six digit of employee number followed by 4 digits of relationship code.
- (vii) In Account number, please enter Account no of PRMS Vendor Code.
- (viii) User will have to check the self declaration box.
- (ix) Click on submit



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Jeevan Pramaan 3.6  
Face App Powered by:

**Pensioner Authentication**

\* Full Name as in Aadhaar  
**Suresh Kumar**

\* Type of Pension **Service**

\* Sanctioning Authority **NTPC Limited**

\* Disbursing Agency **NTPC Limited**

\* Agency **NTPC Limited**

\* PPO Number  
**0128090000**

\* Account Number(pension)  
**1234567897000**

\* Re-Employed  YES  No

\* Re-Marriage  YES  No

I certify that above declarations are true and accurate.

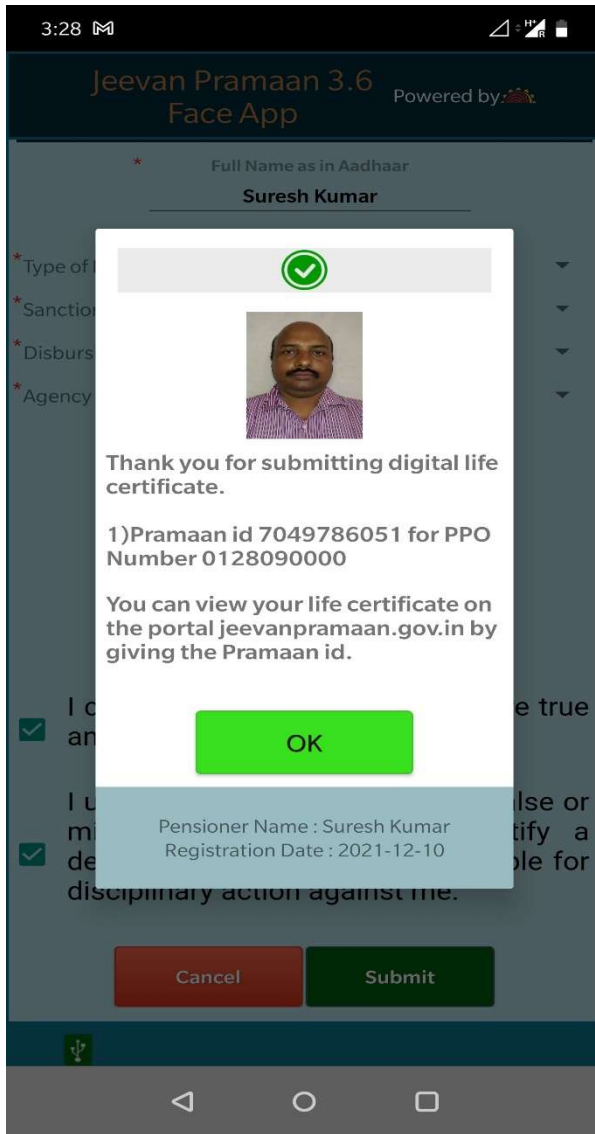
I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me.

**Cancel** **Submit**

- (x) Select 'No' in the next screen – Do you want to add Pension PPO not in the list.
- (xi) In the next screen, click on self declaration and select on 'Scan'.
- (xii) On successful authentication, system will generate the Digital Life Certificate which will get stored in the Life Certificate Repository. A SMS acknowledgement will also be sent to the users mobile number including the Jeevan Pramaan Certificate ID.



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User can download a PDF copy of the certificate from the Jeevan Pramaan website by providing the Jeevan Pramaan ID, if required.



**Step B: Ex-Employee submitting his Pramaan ID on NTPC ex-employee portal**

The Digital Life certificate, generated in the step A above automatically flows to the NTPC server. However, for verification of life certificate at NTPC, ex-Employee will have to provide his unique Pramaan ID (obtained in step A) in the following screen of Ex-Employee portal -

- (i) Goto ex-employee portal(<https://www.ntpcexemployees.ntpc.co.in>) by logging in with Login id and password.
- (ii) Click on **PRMS- Life certificate through Pramaan Id.**
- (iii) Enter the necessary details like Live status, Jeevan Pramaan id, Last four digit of Aadhaar, medical card no and submit it.

The screenshot shows the 'Pramaan' submission interface. The header includes the NTPC logo, the user's name 'Krishna Kant Soni', and the system title 'Welcome to NTPC Ex Employee Information System'. The left sidebar contains navigation options like Dashboard, Liveries Declaration, Profile, PRMS (selected), Life Certificate, Pramaan, Claims, Important Information, Circulars, Pension, Final Settlement, ERS Certificate, and Circulars. The main content area is divided into two sections: 'Self' and 'Spouse'. Each section contains a 'Live Status\*' field with 'Alive' selected, followed by input fields for 'Jeevan Praman ID\*', 'Last Four Digit of Aadhaar\*', and 'Medical Card No.\*'. A 'Close' button is located at the bottom left, and a 'Submit' button is at the bottom right.

The same procedure needs to be followed for spouse also if alive. The whole process will take approximately 48 hours for updation of Life Certificate in SAP. A message and mail will be sent by the system to the user informing about the successful completion of his Digital Life Certificate(DLC). If there is no match within 48 hours of employee submitting his details in the ex-employee portal, an error mail and sms will be sent to the user informing him about the failure.

**Note: The current practice of life certificate submission will also be continued where an ex-Employee can submit his/her and spouse's life certificate duly attested by the defined attesting authority and upload the same on ex-Employee portal. However, this may take fortnight or more for document verification, processing and updation in SAP.**