



केन्द्रीय विद्यालय संगठन (मु.)  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, संस्थागत क्षेत्र/18, Institutional Area,  
शहीदजीतसिंहमार्ग/Saheed Jeet Singh Marg  
नई दिल्ली-110016/ New Delhi-110016.  
फोननं./Phone no. : 26858570,  
वेबसाइट/Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.No. 110230/e-Pension/2023/KVS(HQ)/P&I / 3407

Date:- 20.10.2023

The Dy. Commissioner/Director,  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs

**Subject: Procedure for uploading of Life Certificate for KVS pensioners getting pension through Indian Bank (for SBI Pensioners, the earlier system will continue) whose pension cases were processed through e-Pension portal – reg.**

Madam/Sir,

With reference to the subject cited above, It is to bring your kind notice that the Annual Life Certificate in e-Pension portal for pensioners getting pension through Indian Bank is required to be submitted to Indian Bank. (Pension Disbursing Authority) in the month of November every year. Indian Bank will send alert through e-mail/SMS to all Pensioners on their respective e-mail IDs/ registered mobile numbers already available with Indian Bank as a reminder for submission of Life Certificate.

**The modalities/options similar to Central Government employees for submission of Life Certificate are available for KVS Pensioners as mentioned here:-**

1. Pensioners can submit Life Certificate online through **Jeevan Pramaan Portal**. The process of submission of Digital Life Certificate through "Jeevan Pramaan" may be viewed at <https://youtu.be/nNMlkTYqTF8>. UIDAI has provided details of all biometric devices, which are permissible for capturing biometrics of a person. Pensioners may visit the site [www.uidai.gov.in](http://www.uidai.gov.in) to get information of all such devices. **While submitting online Life Certificate, pensioner is required to select Indian Bank as Pension Disbursing Agency (PDA) as pension is being disbursed by Indian Bank irrespective of their Pension Bank Account.**
2. Pensioners can also submit Life Certificate through Doorstep Banking services. DSB Agent shall visit the doorstep of Pensioner to render the service. Service can be booked by the pensioner through any of the 3 channels. i.e. Mobile App, Website or Toll Free Number. Charges, if any, for this service will be borne by the Pensioner himself.
  - Mobile App i.e. **"Doorstep Banking (DSB)"** can be downloaded from Google play store.
  - Pensioners can access through Web Browser i.e. <https://doorstepbanks.com/> & <https://dsb.imfast.co.in/doorstep/login>.
  - Through toll free Number:- 18001213721, 18001037188
3. Pensioner can also submit Life Certificate through Mobile App launched by India Post Payments Bank (IPPB). For leveraging this facility through Mobile, a pensioner has to download **"Post info APP"** from Google Play store. The process of submission of Digital Life Certificate through Postmen/Gramin Dak Sevaks may be seen at [https://youtu.be/cERwM\\_U7g54](https://youtu.be/cERwM_U7g54).

4. Pensioners can also submit Life Certificates using the Face Authentication technology system based on UIDAI Aadhaar Software whereby it is possible to generate a Digital Life Certificate (DLC) from any Android based smart phone by capturing the live photograph of the pensioner for online submission on the Jeevan Pramaan mobile application. The process flow for generating DLCs through Face Authentication is available on DoPPW's Pensioners' Portal -> Jeevan Pramaan -> Process flow of face authentication technique for DLC generation. (<https://pensionersportal.gov.in/Document/Face%20Authentication%20Process%20of%20Jeevan%20Pramaan%20App%20.pdf>)
5. Apart from the above options, the following options are also available to the e-Pensioners to upload Life Certificate in e-Pension portal of Indian Bank through any unit of KVS, the steps are as under:-
- Pensioner can approach (along with necessary documents i.e., PPO/Aadhar/PAN) to any unit of KVS viz Kendriya Vidyalaya/Regional Offices/ZIET/KVS(HQ) irrespective of their place of retirement.
  - The proforma of Life Certificate can be downloaded from e-Pension portal of Indian Bank from "**Download**" Menu by Head of the unit of KVS.
  - Proforma should be filled and signed by the Pensioner.
  - Life Certificate proforma should be verified from the data available in e-Pension portal like photograph, signature, Aadhar and PAN of pensioner and signed by the Head of the Unit of KVS i.e Principal/Director/Dy. Commissioner.
  - Filled Proforma should be scanned, uploaded & sent to the Authority, who signed PPO i.e, DC of unit of KVS from where Pensioner retired, through "**Upload Life Certificate**" Menu available in portal by the Head of the Unit of KVS.
  - After receipt of Life certificate in e-Pension portal of Pension Sanctioning Authority, the same will be digitally signed and transmitted the Life Certificate to CPPC of Indian Bank by the Authority, who digitally signed PPO.
6. Pensioners those having Pension Account with Indian Bank, the following option are also available to them in addition to above options:
- Pensioners can submit Life Certificate by visiting any Indian Bank Branch.
  - Video Life Certificate facility has also been implemented by Indian Bank. Pensioners can submit Life Certificate through this mode by visiting Bank Website **www.indianbank.in** -> **Useful Links -> Online Services -> Online Video Life Certificate Submission**.

Further, in the case of any difficulty is faced by the Pensioner in uploading of Life Certificate, he/she may contact the nodal officer of the region concerned. The list of nodal officers is placed at **Annexure 'A'** for ready reference. The whole process of uploading and transmission of Life certificate should be completed before 30.11.2023. All KVs should be sensitized in this matter. **No hard copy of Life Certificate will be entertained by the Pension Disbursing Authority i.e., CPPC, Indian Bank. It is also to inform that for SBI Pensioners, the earlier system will continue.**

Lastly, all Deputy Commissioner/Director/Principal are requested to be sensitive to the issue and extend all required support to the visiting Pensioner.

Yours sincerely,

Encl; As above.

(S N Gulia)  
Joint Commissioner (Fin.)

Copy to:

1. Assistant Gen. Manager, RGR, Indian Bank, Parliament Street, New Delhi -110001 for information and necessary action.

2. Deputy Commissioner (EDP), KVS (HQ), New Delhi with the request to upload the same on KVS Website "Announcement".

  
Joint Commissioner (Fin.)

**Details of Nodal Officers at RO/HQ**

<b>S.No.</b>	<b>RO/HQ</b>	<b>Name</b>	<b>Mob. No.</b>
1	Agra	Mr. Sumer Chand	7733084820
2	Ahmadabad	Mr. Sanjeev	8006722113
3	Bangalore	Mr. Sheshagri Rao	9845899663
4	Bhopal	Mr. Mohan Kushlani	9893293102
5	Bhubaneswar	Mr. V.S. Murthy	9438133280
6	Chandigarh	Mrs. Sukhraj Kaur	9464850567
7	Chennai	Mr. Varun Chauhan	7838203206
8	Dehradun	Mr. G.D. Uniyal	9456548370
9	Delhi	Mrs. Shivani Suneja	7503053955
10	Ernakulam	Mr. Ameer Byju	9497096345
11	Gurgaon	Mr. Sukram Pal	9540463707
12	Guwahati	Mr. Ujjwal	9471649297
13	Hyderabad	Mr. K. Mohan Linga	9591237525
14	Jabalpur	Mr. Rajneesh Saxena	9425150379
15	Jaipur	Mr. Sanjay Kulshrestha	9414462302
16	Jammu	Mr. G. Bisht	8449269949
17	Kolkata	Mr. Sanjay Kabiraj	7980674398
18	Lucknow	Mr. M.P. Singh	8173896958
19	Mumbai	Mr. Sanjeev Goswami	7982868127
20	Patna	Mr. S.S.D. Sarkar	9832375595
21	Raipur	Mr. Dharendra Satapathy	8827486860
22	Ranchi	Mr. Sanjay Kumar	9523252032
23	Silchar	Mr. N.C. Das	9435700696
24	Tinuskia	Mr. Umesh Kumar Sharma	9827601556
25	Varanasi	Mr. Arun Kumar Pathak	7080570791
26	HQ	Mr. Manoj Rawtani	9893644405