

THE SINGARENI COLLIERIES COMPANY LIMITED

**Digital Life Certificate (Jeevan Pramaan) Submission
User Manual**



End User Manual

Life Certificate/Digital Life Certificate (Jeevan Pramaan) for Post-Retirement Medicare Scheme- Executives/ Non-Executives

The retired employees of SCCL i.e. the existing members of the Contributory Post-Retirement Medicare Scheme of Executives & Non-executives can now submit **Digital Life Certificate (Jeevan Pramaan)** for their post-retirement medical benefits, in the same way they have been doing it for their pension scheme.

Pre-requisites for CPRMS Beneficiaries:

- 1. The beneficiary (Both Ex-Employee & Spouse) must have Aadhaar number.**
- 2. The beneficiary (Both Ex-Employee & Spouse) must have a valid mobile number registered with Aadhaar.**
- 3. Registration of the Aadhaar number with SCCL Medical Card details repository. This is required by the Disbursing Agency i.e. SCCL for processing of life certificates digitally.**

(CPRMS beneficiaries have to visit respective ATB Cell to inquire whether their Aadhaars (Self & Spouse) recorded with SCCL Medical Cards database)

The CPRMS beneficiaries can either visit a nearby CSC (or Mee-Seva) center, Bank Branch or any Government office whose details are provided on jeevanpramaan.gov.in and bio-metrically authenticate his / her life certificate in real time.

SCCL will receive the Life Certificate automatically after biometric authentication and the same will be updated in SCCL databases after three working days.

Physical Life Certificate of CPRMSE/ NE will continue to be accepted from the beneficiaries if preferred by him / her in the month of November (as per the new format)

Since the entire process is primarily Aadhaar based, Digital Life Certificate submitted by the CPRMSE/ NE beneficiaries can be authenticated only when the Aadhaars of the beneficiaries' accounts are accurately recorded in the CPRMS Web Portal by Area Nodal Officers i.e., respective Area I/c AEPATB Cells. (For confirmation of the same kindly contact your respective Area AEPATB Cell/ Mine or Dept. from where you retired)

STEP: 01

V3.6 Pensioners Life Certificate system Windows 7 .Net:4.0.30319.42000

JEEVAN PRAMAAN - Pensioners life certificate English

Pensioner Authentication

Aadhaar Virtual ID

Virtual ID *

Mobile *

Email

Generate OTP

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Jeevan Pramaan Client Application is supporting V

Provide **AADHAAR NO** and **AADHAAR LINKED MOBILE NUMBER, EMAIL (OPTIONAL)** and click on 'GENERATE OTP'

STEP: 02

V3.6 Pensioners Life Certificate system Windows 7 .Net:4.0.30319.42000

JEEVAN PRAMAAN - Pensioners life certificate English

Pensioner Authentication

Aadhaar Virtual ID

Virtual ID *

Mobile *

Email

Generate OTP

MANTRA\$MFS100\$23fc1833971340aa905273b66bd2a2b4

Jeevan Pramaan Client Application is supporting Virtual ID...

Enter otp received on

Mobile : 9874697634

Ok Resend Otp Cancel

Enter the **OTP** received in the registered mobile number

STEP: 03

Medical Card NUMBER:

A) FOR RETIRED EMPLOYEE:
CPRMS CARD No. followed by letter "E"
Eg: 1234E

B) FOR SPOUSE OF RETIRED EMPLOYEES:
CPRMS CARD No. followed by letter "S"
Eg: 1234S

For NON_EXECUTIVES:
6 digit MC No followed by "E" or "S" (as the case may be)

CHECK THE BOX

SCAN FINGER IN THE BIOMETRIC Device

I. SANCTIONING AUTHORITY: **Select The Singareni Collieries Company Limited**

II. DISBURSING AGENCY: **Select The Singareni Collieries Company Limited**

III. AGENCY: **Select The Singareni Collieries Company Limited**

IV. PPO NUMBER: Write MEDICAL CARD NUMBER in the following format:

A) FOR RETIRED EXECUTIVE (i.e. the primary card holder): CPRMS CARD No. followed by alphabet "E", Eg: If the MC No. is 1234 then write 1234E

B) FOR SPOUSE OF RETIRED EXECUTIVES: CPRMS CARD No. followed by alphabet "S" Eg: 1234S

NOTE: In case of Single Membership then write CPRMS CARD NO followed by E or S (as the case may be) **Eg: 1234E or 1234S** (i.e. if the beneficiary is Ex-Employee himself, then **E** & if the beneficiary is Spouse then **S**)

FOR NON-EXECUTIVES 6 digit MC No. followed by E or S (as the case may be) Eg: 123456E or 123456S and For Divyang Children Enter Medical Card no. followed by alphabet "D"

i.e. Add "E for Employee, S for Spouse and D for Divyang Child at the end of MC. No."

STEP: 04

V3.6 Pensioners Life Certificate system Windows 7 .Net:4.0.30319.42000

* Pensioner Name

* Type of Pension



Thank you for submitting digital life certificate.

1) Pramaan id 4689447514 for ppo time 15:17:23.

You can view your life certificate on the portal jeevanpramaan.gov.in by giving Pramaan id.

Pensioner Name :

Registration Date :2021-08-06

and my DLL 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.

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After successful submission of Digital Life Certificate, beneficiaries will receive an SMS on his/her mobile giving the transaction ID. CPRMS beneficiaries will be able to download the computer generated life certificate from <https://jeevanpramaan.gov.in/> using this transaction ID (PRAMAAN ID) for their record; just the same way they have been doing it for their CMPF Life Certificate.

Downloading the Life Certificate & Printing the same is optional. **SCCL will receive the Digital Life Certificate automatically after biometric authentication. The life Certificate status in SCCL portals & relevant databases will be updated after three working days from the date of submission of Digital Life Certificate through Jeevan Pramaan.**

There is no need to submit physical copy.

Frequently Asked Questions (FAQs)

Q. What are the various modes of Life Certificate submission for the post-retirement Medicare scheme of executives/ Non-executives?

A. Mode of Submission of Life Certificate for Post-Retirement Medicare scheme:

I. Submission of Life Certificate at respective Areas/ SCCL Head Office (Corp)

- Digitally: - Visit any CSC (Mee-Seva) Center, Provide Aadhaar number, Mobile number (Connected with Aadhaar), Post-Retirement Medical Card number & Bank Account number. Then provide biometrics (Fingerprint). On successful Aadhaar based biometric authentication, Jeevan Pramaan will be generated with a unique ID called Pramaan ID as an acknowledgement.
- Ex-Employees can also send their Life Certificate scanned copies in PDF format as an email attachment on the email IDs of their respective Area AEPATB Cells.
- Manually - Life certificate can be submitted in physical format (**Copy attached**) to their respective Unit/ Area AEPATB Cell/ Corporate Office.
- The beneficiaries can now submit Digital Life Certificate at their convenience using the mobile phone through Aadhaar Face RD Android App & UMANG App for more details please go through https://jeevanpramaan.gov.in/package/documentdownload/JeevanPramaan_FaceApp_3.6_Installation.

II. Submission of Life Certificate Digitally through <https://jeevanpramaan.gov.in> using own PC/ Laptop/ Mobile

For any help: please go through the link <https://jeevanpramaan.gov.in/app/faq>

- **Pre-requisites for this option:**

STQC certified Registered Biometric device is required. List of sources is available on Jeevan Pramaan portal.

III. Submission of Life Certificate Digitally through Gol UMANG App on Mobile

CPRMS Beneficiaries will have to download UMANG app from Google play store, search Jeevan Pramaan and click on generate life certificate. Authentication page will open. Required information is to be fed for generation of DLC.

- **Pre-requisites for this option:**

STQC certified Registered Biometric device is required. List is available on Jeevan Pramaan portal.

IV. At Citizen Service Centre (CSC) / Aadhar Seva Kendra

Visit nearest CSC or Aadhaar Seva Kendra. Provide Aadhaar Number, Mobile Number, and Post-Retirement Medical Card No (For Ex-Employee alphabet "E" and for Spouse alphabet "S" is to be suffixed at the end of the MC No.), Bank Account number & name of Pension Sanctioning Authority (**which will be "The Singareni Collieries company Limited"**). Then provide biometrics (Fingerprint). On successful Aadhaar based biometric authentication, Jeevan Pramaan will be generated with a unique ID called Pramaan ID as acknowledgement.

Q. I am a retired executive superannuated from SRP Area but residing near BHPL Area. How do I submit digital life certificate?

A. For generating digital life certificate, all beneficiaries irrespective of the Areas of residence will have to select the following in the Jeevan Pramaan portal:

i. Sanctioning Authority: Select The Singareni Collieries Company Limited

ii. Disbursing Agency: Select The Singareni Collieries company Limited

iii. PPO Number: Write Medical Card No. in the following format:

**A) FOR RETIRED Employee: CPRMS MEDICAL CARD No. followed by alphabet “E”,
Eg: 1234E**

**B) FOR SPOUSE OF RETIRED Employee: CPRMS MEDICAL CARD No. followed by “S”,
Eg: 1234S**

**For Non Executives write the six digits Medical Card No. followed by “E” or “S” as the case may be. For Divyang Child six digit MC No. followed by “D”,
Eg: 123456D**

Note: You need to generate 02 (two) separate digital life certificates – one for the primary card holder (retired employee) and other for the dependent spouse of primary card holder. As being treated separately, Divyang Child also needs to submit Life Certificate separately.

This is the authentication page generated

* Pensioner Name

* Type of Pension

* Sanctioning Authority **Select The Singareni**

* Disbursing Agency **Collieries company**

* Agency **Select The Singareni**

* PPO Number **MC No. followed by E or S**

* Account Number(Pension)

Is Re Employed? Yes No

Is Re Married? Yes No

I, the holder of Aadhaar, hereby give my consent to MetY 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. MetY/NIC have informed me that my Biometric will not be stored/shared.

Scan Finger

SECUGEN\$HU20\$497d49e3a625405b95c0a59e0e98e6c0

Q. In the field “Account Number (Pension)” can I put different account number other than the one registered for post-retirement?

A. NO. In the field “Account Number (Pension)” you will have to write the account number which is already registered for CPRMS post-retirement medical facility.

Even if you put some other account number, the payment will be disbursed to the already registered account only.

Q. For couple membership i.e. when both retired executive/ non-executive and spouse is alive, whether two separate digital life certificates need to be generated?

A. Yes, for couple membership i.e. when both retired employee and his/ her spouse is alive, then two separate digital life certificates - i.e. one for the primary card holder i.e. retired Executive/ Non-Executive and the other for the spouse will have to be generated. Please Note that Divyang Card holder will have to submit a separate Life Certificate for validating their Medical Card.

Q. How do I know my digital life certificate has been generated at SCCL Portal?

A. On submission of Digital Life Certificate/ Jeevan Pramaan, an SMS will be immediately sent to the registered mobile number by NIC, later on successful processing of the Digital Life Certificate, a confirmation SMS from SCCL will also be sent after three working days from the date of submission of Digital Life Certificate.

If an SMS from SCCL authorities after 03 (three) working days is not received from the date of submission, you can enquire with the respective AEPATB Cell/ Mine/ Dept. and confirm the status of your Digital Life Certificate.

*****END*****