श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता   <u>Speed post</u>
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैन्ड रोड, कोलकाता - 700 001.
15, Strand Road, Kolkata – 700 001.

Finance Department
Pension Section
Telephone No. 033-7101
Extn. 2382/2292

NOTICE

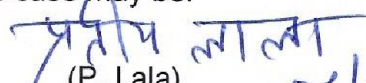No. Fin/ PSLI/ 23/ 1734   Dated: 06.02.2023.

Sub: <u>Notice for Digital Life certificate just prior start of family pension.</u>.

It has been decided by the Syama Prasad Mookerjee Port Kolkata that family pensioners of KDS SMP Kolkata will register/submit their digital life certificate at the time of starting of their family pension (both KDS bound and LIC bound) after receipt of their family pension Card from the office of the Senior Accounts Officer, Cash & Pay Section.

A copy of steps for process of DLC is attached for ready reference please.

DLC may be registered at Jeevan Praaman Portal under Syama Prasad Mookerjee Port Kolkata from their local Post office or other Head Post offices.

On receipt of their DLC, Family pension will be remitted to the bank account of the new family pensioners through LIC or Port, as the case may be.

(P. Lala)
FA&CAO (I/C)   06/02/23

Process of DLC

Jeevan Pramaan
(Pensioner life certificate)

↓

Pensioner Authentication

Mobile No. : _____

Aadhar No. : _____

And then click on **Generate OTP**

↓

Enter the OTP Sent to the mobile no.

_____

Then click on **OK**

↓

Enter the following Mandatory Information

• Name of the Pensioner:

• PPO Number : _____ C/A

• Type of Pension : Pension / Family Pension

• Sanctioning Authority : Syama Prasad Mookerjee Port, Kolkata

• Disbursing Agency : Syama Prasad Mookerjee Port, Kolkata

• Agency : Syama Prasad Mookerjee Port, Kolkata

• Account Number (Pension) : _____

• Email :

• Is Re Employed : Yes/ No

• Is Re Married : Yes / No

Then after accepting the No objection checkbox click on the **Scan Finger** button.

↓

Once the Finger print / Iris Authentication is successful then the Registration process of Digital Life Certificate is Successful with unique Pramaan id. Then click on **Close / Print option.**