



# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: [www.wbsedcl.in](http://www.wbsedcl.in)

Circular No.: 12/2023

Dated: 02.11.2023

## Digital Life Certificate for Pensioners & Family Pensioners of WBSEDCL

1. The Pensioner/Family Pensioner presently drawing pension from the WBSEDCL is required to submit Life Certificate mandatorily in the month of November each year as per prescribed format duly verified by the authorized signatories. This is to be submitted to the Pension Disbursing Authority either directly or through different designated offices of WBSEDCL or through Post.
2. WBSEDCL is pleased to introduce the facility for submission of Digital Life Certificate (DLC) to leverage the benefit of digitization for the Pensioner/Family Pensioner drawing pension from WBSEDCL, in addition to existing facility of submission of physical Life Certificate. It has been decided that the Pensioners/ Family Pensioners will have the option of submitting Digital Life Certificate through Jeevan Pramaan (JP) App. **It may be pertinent to mention here that submission of Digital Life Certificate is fully optional.** The Pensioners/ Family Pensioners have the flexibility and choice of selecting a method for submission of Life Certificate which is convenient to him/her.
3. The Pensioners can either Generate DLC themselves or Let Others who are registered as operator in JP Portal or App do it for them. The Pensioner can register himself and get a Digital Life Certificate in JP Portal.
4. The facility for submission of Digital Life Certificate is not available for those Pensioners/Family Pensioners who are re-employed after retirement, employed Family Pensioners and Unmarried/Divorcee/Widow daughters in receipt of family pension. They shall continue to submit Life Certificate and re-employment/employment declaration/ declaration of non-marriage as per existing process.
5. Submission of Life Certificate and Non-Remarriage/ Non-Employment declaration through Digital mode as stated above shall have the same legal implication as of physical mode. Any false declaration in this regard shall be treated as misconduct and misrepresentation of fact for taking legal action as per rule.
6. The Process of submission of DLC is enclosed in Annexure – A & detailed user guidelines for submission of Digital Life Certificate through Jeevan Pramaan App is also available at [www.wbsedcl.in](http://www.wbsedcl.in) → Retired Employees Corner → Office Order.
7. This order shall take effect from November, 2023.

(A.K. Latua)  
Director (HR)

**Annexure - A**

[Circular no 12/2023 date 02.11.2023]

**I) Process of submission of Digital Life Certificate (DLC) for Pensioner & Family Pensioner:**

1. The willing Pensioner/Family Pensioner shall download and install the Jeevan Pramaan Application (latest version) from the Jeevan Pramaan Portal (<https://jeevanpramaan.gov.in/>) in the PC/Laptop/Smart Phone.
2. 'Pension Sanctioning Authority' to be selected as 'West Bengal State Electricity Distribution Company Limited' and 'Pension Disbursing Authority' to be selected as, West Bengal State Electricity Distribution Company Limited' from the drop-down list. PPO ID and Bank Account Number of the Pensioner/Family Pensioner need to be entered manually in the related fields

**II) Processing of Digital Life Certificate at the Corporate Pension Cell after submission of DLC by the Pensioner/Family Pensioner:**

1. The digital life certificates shall be processed in ERP on the next day of submission of DLC in Jeevan Pramaan Portal and Pensioner/Family Pensioner will be notified through SMS in registered mobile number about the successful acceptance or rejection of Digital Life Certificate at the WBSEDCL.

Distribution :

1. Adviser(S&V), WBSEDCL.
2. Legal Adviser, WBSEDCL.
3. Exicutive Dierctor(Distribution), WBSEDCL.
4. Exicutive Dierctor(Commercial), WBSEDCL.
5. Chief Engineer:Dist.North/Dist.South.WBSEDCL
6. ChiefEngineer:Planning&Engineering/RE/DistProjects/Project-II/Project-III/Commercial/Hydel/EMD/PTP/Regulation/CRM/P&C/DTD/PIDD/PSPD/Turga/R&EM/Solar/HydelConstn./Communication/Corp.Monitoring/Safety,WBSEDCL
7. Chief Engineer (IT), WBSEDCL- **with request for uploading this Circular in the Website of the Company.**
8. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
9. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
10. General Manager(F&A): Corp./IA/Operation, WBSEDCL.
11. Company Secretary, WBSEDCL.
12. Officer on Special Duty, WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
15. Addl. Chief Engineer, S&LP, WBSEDCL.
16. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Siliguri Zone, WBSEDCL
17. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES ER-I./Dist./Legal/Vigilance/ES&ER-II/Recruitment & Manpower Planning/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/ Board Cell, WBSEDCL.
18. Project Manager: Siliguri/ Raiganj/ Berhampur/ Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad- Nadia/ West Midnapur/ East Midnapur/ Bankura/ Baruipur/ Howrah-Hooghly/ Suri RE Project, WBSEDCL.
19. Addl. Genl. Manager (F&A): Corp. Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims/ Hydel/Dist./RE/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL.
20. Advisor (Corporate Communication), WBSEDCL.
21. Chief Medical Officer, WBSEDCL.
22. Resident Director, Liaison Office, New Delhi, WBSEDCL.
23. Chief Security Officer, WBSEDCL.
24. Chief Land Officer, Land Acquisition Cell, WBSEDCL
25. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
26. Regional Manager: North 24-Parganas/ South 24-Parganas/ Bidhannagar/ Howrah/ Hooghly/ Purba Bardhaman/ Paschim Bardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/ Alipurduar/ Coochbehar Region, WBSEDCL.
27. Divisional Manager: Behala/Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/ Uluberia/ Barrackpore/ Naihati/ Barasat/ Basirhat/Habra/Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar/ Arambag/ Chandannagar/ Mogra/ Kalna/Katwa/Memari/Burdwan North/Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/Bolpur/ Tamluk/ Contai/ Haldia /Ghatal/ Midnapur/ Kharagpur/ Bankura/ Bishnupur/ Purulia/ Raghunathpur/Kalyani/ Krishnagar/ Tehatta/Berhampur/Kandi/ Raghunathganj/ North Malda/ South Malda/Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/Domkal/Jaiganj/Alipurduar/ Coochbehar/ Darjeeling/Siliguri Town/ Siliguri Suburbon / Kurseong/Islampur/ Kalimpong/Mal/Mathabhanga/Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/Bhangar/New Town/Balurghat/Ranaghat Division, WBSEDCL. - **for further circulation as may be required under their jurisdiction.**
28. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR)/ Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation), WBSEDCL.



[Circular no 12/2023 Date 02.11.2023  
]

***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

# **USER MANUAL FOR DIGITAL LIFE CERTIFICATE (DLC)**



***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

**One of the best practices in digital innovation launched by WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD for Pensioners' & Family Pensioners' Welfare.**



***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

**WEST BENGAL STATE ELECTRICITY  
DISTRIBUTION COMPANY LTD has launched  
Face Authentication technology for submission  
of Digital Life Certificate for their Pensioners &  
Family Pensioners sitting at Home.**



***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

- **DLC through Face Authentication Technology is based on Aadhaar using Android based smartphone.**
- **Pensioner/Family Pensioner with unlock Aadhaar status may avail this facility.**



## **WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD**

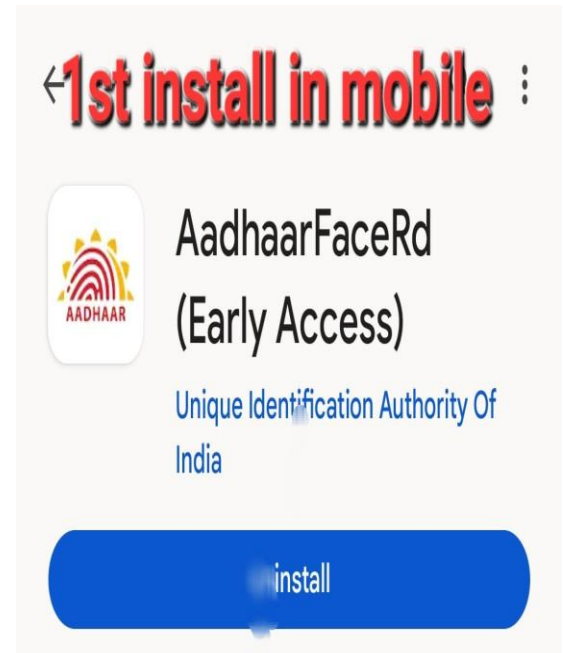
### **Process of submitting Life Certificate through**

### **“FACE AUTHENTICATION”**



#### **STEP - 1**

In this step, the pensioner/family pensioner needs to go to the Google Play Store and search for "Aadhaar Face RD (Early Access) Application" by UIDAI (Unique Identification Authority of India) with latest Version. Now download & install the app.





## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP - 2**



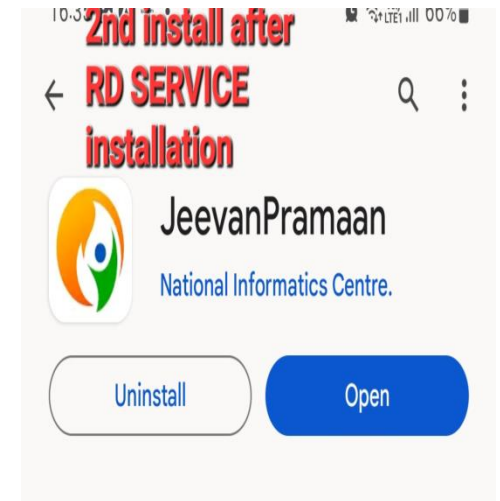
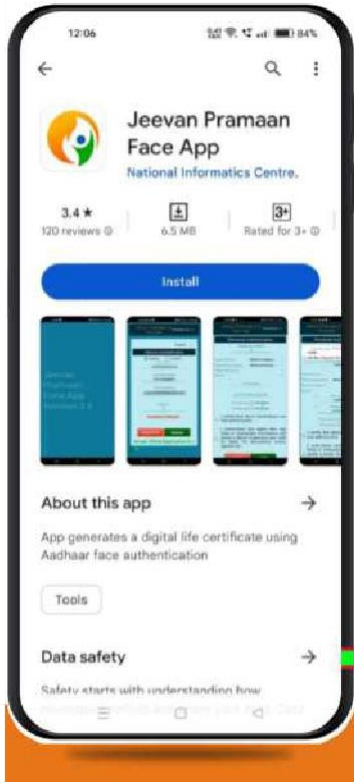
**After successfully installing the Aadhaar Face RD App on the device, it will appear in the Settings under App Manager or App Info after granting all requisite permissions sought for. This application is used for the background process of the Jeevan Pramaan Application, so it is mandatory to install it.**



## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP - 3**

Once the Aadhaar Face RD App is installed on your smartphone/ Android device, the pensioner/family pensioner needs to download another application called "Jeevan Pramaan (National Informatics center)" from the Google Play Store with latest Version.





## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP - 4**



After successfully installing both applications, the pensioner/family pensioner should open the "Jeevan Pramaan" application. They will be taken to the "Operator Authentication" screen where they have to provide their personal details as follows:

1. Click on the Aadhaar checkbox.
2. Enter the Aadhaar Number.
3. Enter the Mobile Number.
4. Enter the Email Address.
5. Click on the Submit Button.

**\*Please ensure that all the information provided is correct as per the records. \*A pensioner/family pensioner/any other person on behalf of pensioner/family pensioner can be an Operator to generate DLC.**

**\*All the sections marked with an asterisk (\*) are mandatory to fill.**



## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***



### **STEP - 5**

After providing all the information, the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) needs to submit the OTP (One Time Password) sent to their respective mobile number and email address.



## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP - 6**

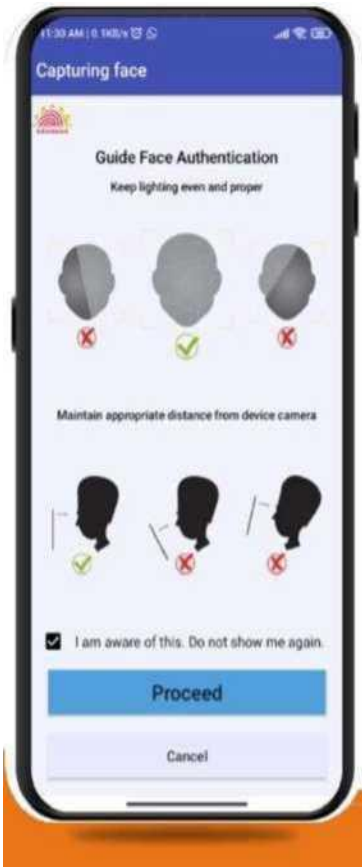


After submitting the OTP, the Jeevan Pramaan App will take the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) to a screen where they have to provide their Name as per Aadhaar. They should click on the checkbox and then click on Scan. The app will request permission for Face Scan, and the pensioner/family pensioner should press "Yes" to continue the process.





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### **STEP - 7**

**Before the scan, the app will display instructions and guidelines for the face scan. The pensioner/family pensioner should read them carefully. Afterward, they need to click on the "I am aware of this" checkbox to continue and press proceed. The app will capture their face.**



## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP-8**

#### **Note:-**

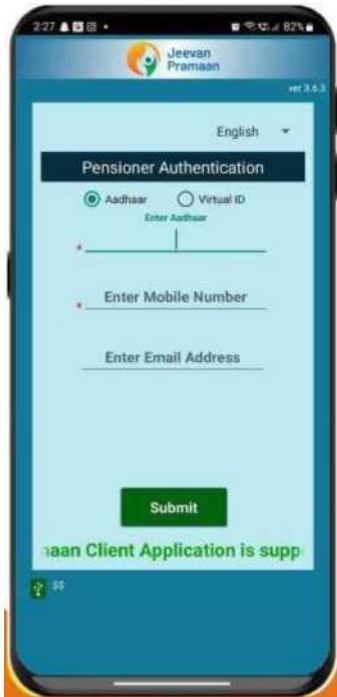
- 1. The operator authentication is a one time process.**
- 2. Pensioner can also be the Operator.**
- 3. After operator authentication, a screen will open for pensioner authentication.**
- 4. One operator can generate DLC of multiple Pensioners.**



## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP-9**

After Operator Authentication a screen opens for Pensioner Authentication (Image-1) where they have to provide their personal details as follows:



imagM

1. Click the checkbox of Aadhaar.
2. Enter Aadhaar Number.
3. Enter Mobile Number.
4. Enter Email Address (Not Mandatory).
5. Click on the 'Submit' button.
6. On clicking submit button, an option appears on screen 'Enter OTP' (Image-2)
7. Enter OTP and click Submit button



Image-2



## WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD

### STEP-10

After submission of OTP a screen will appear (Image-1) where the following information is to be provided:

1. Full Name as per Aadhaar
2. Type of Pension - Choose 'SERVICE' from dropdown
3. Organization Type- Choose 'STATE PSU'
4. Sanctioning Authority- Choose from drop down list 'West Bengal State Electricity Distribution Company Limited'
5. Disbursing Agency- Choose 'West Bengal State Electricity Distribution Company Limited'
6. Agency - Choose 'West Bengal State Electricity Distribution Company Limited'
7. PPO Number- 800XXXXX/810XXXXX
8. Account Number- (Pensioner's Bank Account)
9. Click on the declarations
10. Click on Submit button
11. A permission to Confirm will appear on the screen as per Image-2

Jeevan Pramaan ver 4.0.0

Pensioner Identification

\* Full Name as in Aadhaar

\*Type of Pension Service

\*Organisation Type State Govt PSU

\*Sanctioning Authority West Bengal Stat...

\*Disbursing Agency West Bengal Stat...

\*Agency West Bengal Stat...

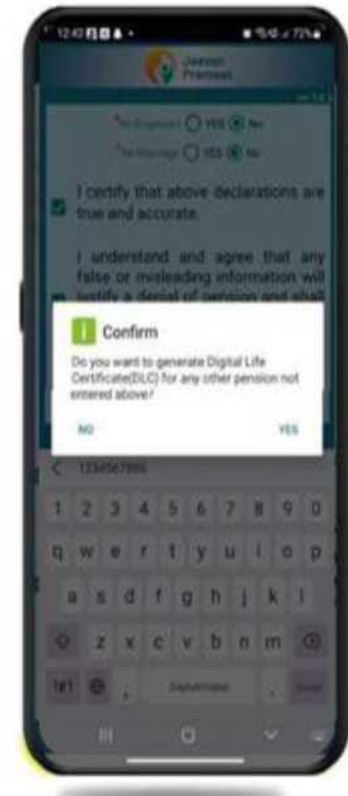
PPO Number

Account Number(pension)

\*Are You Re-Employed?  Yes  No

\*Are You Re-Married?  Yes  No

End Next





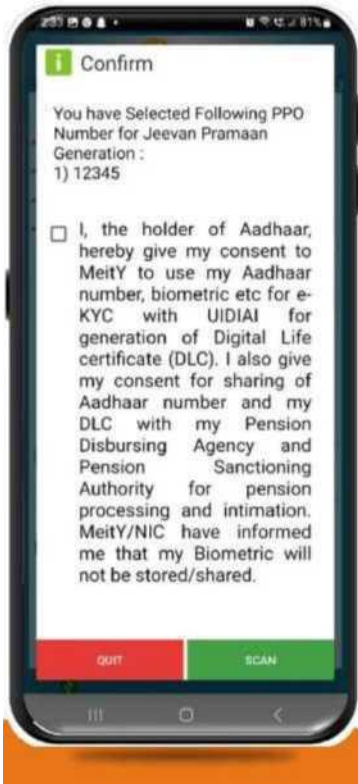
## *WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD*

### STEP - 11

A screen will appear for providing consent and permission for scan .

Click on scan.

The process for scanning face will begin.





## ***WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD***

### **STEP - 12**



**After face scanning DLC submission appears on the mobile screen along with the Pramaan ID and PPO no.**

**\*For queries please contact Corporate Pension Cell \* Please Follow WBSEDCL Retired Employees Corner**



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**Thank You**