

**Himachal Pradesh University**  
**Summer Hill, Shimla-171005**  
**(NAAC Accredited 'A' Grade University)**  
**Pension Section**

No.5-5/2024-HPU(Pen.)

Dated: 9<sup>th</sup> January, 2026

**OFFICE MEMORANDUM**

**Subject: Submission of Annual Life Certificate for Pensioners/ Family Pensioners through Jeevan Pramaan (DLC) Reg.**

This is to inform all Pensioners and Family Pensioners drawing pension from Himachal Pradesh University, Shimla through banks that as per existing rules, every H.P. University Pensioner/ Family Pensioner is required to submit a Life Certificate in November each year for continued disbursement of pension. As a Digital India initiative to facilitate Pensioners, Ministry of Electronics & Information Technology (MeitY) has launched Jeevan Pramaan portal. To facilitate ease of compliance and avoid the inconvenience of physical presence at offices, it has been decided by Himachal Pradesh University that pensioners/ Family Pensioners may submit their certificates digitally through the *Jeevan Pramaan Portal* an Aadhaar-based biometric authentication service. To ensure the uninterrupted credit of pension, pensioners are encouraged to utilize the **Digital Life Certificate (DLC)** facility through the *Jeevan Pramaan Portal* and can generate a DLC using:

- **Face Authentication:** Download the **Jeevan Pramaan Face App** on any Android smartphone (requires Aadhaar Face RD app). This is the most convenient method for home-based submission.
- **Online Portal:** Visit the official Jeevan Pramaan Website to download the PC/Mobile application for use with external biometric scanners.
- **Common Service Centres (CSC):** Visit your nearest CSC Locator to submit via biometric authentication for a nominal fee.

## 2. Information required:

Please ensure you have the following information updated and available:

- ✓ Aadhaar Number (linked to your pension account).
- ✓ Mobile Number for OTP and SMS confirmation.
- ✓ PPO Number, Account Number, and Disbursing Agency name (i.e. Himachal Pradesh University).

## 3. Verification and Status:

- Once the Digital Life Certificate is generated, a Pramaan ID will be sent to your mobile.
- You can verify the status or download the digital copy at any time through the Jeevan Pramaan Login Page.

## 4. Timeline for Submission of Life Certificate:

- **Super Senior Pensioners (Aged 80+):** Allowed to submit from October 1 onwards to avoid year-end rush.
- **Regular Pensioners (Below 80):** Must submit during the month of November every year.
- Last Date of Submission: November every year.

For more guidelines refer to Jeevan Pramaan by logging in <https://jeevanpramaan.gov.in> portal.

5. The Digital Life certificate is an add-on facility to the existing way of submission of Life Certificate and verification by biometrics through Jeevan Pramaan will be valid for one year. While digital submission is preferred, the traditional method of submitting a physical Life Certificate remains available for those unable to use digital tools. The form can be downloaded from our official website or collected from the Pension Cell. However, if choosing physical submission, the certificate must be filled & signed in by the Pensioner/ Family Pensioner and attested by Gazetted officer/ Authorised or designated Officer/ person of Government of H.P. or Himachal Pradesh University.

6. The Pension Cell in Finance Wing will accept the Digital Life certificates generated through the Jeevan Pramaan portal under laid down guidelines without insisting on physical appearance and ensure that downloaded Digital Life Certificates (DLCs) are to be processed in timely manner & the DLCs data will not be shared with any Agency as

per the requirement of Aadhaar Act, 2016. Further, the Pension Cell has to share the status of processed Digital Life certificate to JeevanPramaan on regular basis.

This issues with the approval of the Vice-Chancellor.



(Gian Sagar Negi), HPAS  
REGISTRAR

Endst. No. 5-5/2024-HPU(Pen.)

Dated: 9<sup>th</sup> January, 2026

Copy forwarded for information and necessary action to:

1. The Dean of Studies/ DSW/ Chief Warden, H.P. University, Shimla.
2. The Dean of Colleges-cum-Director, CDC, H.P. University, Shimla.
3. All the Deans of Faculties/ Dean, Planning & Teachers matter, HPU.
4. The Chairman/Chairperson/Director of Teaching Departments, HPU.
5. The Director, CDOE/ Phy.Edu. & Y.P/ AERC / HRDC / HPUBS/ UIT / UCBS / PECC / DIS/ Life Long Learning/ IQAC/ UILS, HPU/ Regional Centre, Dharmshala.
6. The Finance Officer/ Dy. Controller F&A, H.P. University, Shimla.
7. The COE/ ACOE/ P& DO/ Librarian/ Public Relation Officer, HPU.
8. The In-charge, HPU Health Centre/ Computer Centre/ Library, HPU.
9. The Joint Controller, State Audit Department/ Internal Audit Officer, H.P. University, Shimla
10. The Principal, HPUDES, Shimla-171001.
11. The Principal, H.P. University Model School, Shimla
12. The Executive Engineer (Const./ Maint.)/ Architect, HPU.
13. The Chief Security Officer, H.P. University, Shimla.
14. All the Deputy Registrars/ Assistant Registrars/ Section officers, HPU
15. The SPS/ PS to VC/ PVC/ Registrar, H.P. University, Shimla.
16. The Web Administrator with the direction to upload the above O.M. on the University Website immediately.
17. Notice Board/ Guard File. .



REGISTRAR