



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम - 695 011, केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY
TRIVANDRUM - 695 011, KERALA, INDIA

(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)
(An Institution of National Importance, Department of Science and Technology, Government of India)
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FINANCE AND ACCOUNTS DIVISION

F&A.II/Pension/LC/SCTIMST/2025

Date: 29.10.2025

NOTICE

Sub: Submission of Life Certificate – reg.

As per CCS (Pension) Rules, pensioners / family Pensioners are required to submit Life Certificate in November every year for further continuance of pension. **All pensioners / family pensioners of SCTIMST are requested to submit their life certificate during the month of November 2025 itself.**

2. All pensioners/family pensioners of the Institute are encouraged to use one of the following services to furnish "Life Certificate".

- a) Presenting themselves personally along with Pension Payment Order / Identity Card issued by the Institute.
- b) Submitting Life Certificate in the prescribed format duly attested by a Gazetted Officer. Format and list of designated officials specified for signing Life Certificate is attached.
- c) Using the online facility of **Digital Life Certificate (DLC)** through **Jeevan Pramaan Portal** (<https://www.jeevanpramaan.gov.in>). **Both Paying Authority and Disbursing Authority is to be selected as SCTIMST.**
- d) Using the chargeable **Doorstep DLC Service** through India Post Payment Bank (IPPB), pensioners/family pensioners can request their nearest Post Office or through "**Postinfo App**". **Both Paying Authority and Disbursing Authority is to be selected as SCTIMST.**
- e) Using **Doorstep Banking**, through an **Alliance comprising 12 Public Sector Banks**, service request can be placed through "**Doorstep Banking (DSB) app**".
- f) Using **Face Authentication** technology system based on UIDAI Aadhaar software for online submission on the Jeevan Pramaan mobile application. DoPPW's Pensioners Portal ->Jeevan Pramaan->Process Flow (<https://pensionersportal.gov.in/jeevanpraman.aspx>).

3. Non-submission of life certificate may lead to discontinuance of pension.

4. **All pensioners/family pensioners are encouraged to use online facilities for life certificate submission to the Institute.**


FINANCIAL ADVISOR (i/c)

Contact no: 0471 2524 449

Copy to:

1. Notice Board (Hospital/AMC/BMT)
2. Pensioners' Portal

ANNEXURE H
(See Para 13.1 to 13.5)
CERTIFICATES TO BE SUBMITTED BY PENSIONER

I. Life Certificate

Certified that I have seen the pensioner Mr/Ms (Name of the Pensioner) holder of Pension Payment Order No and that he/she is alive on this date.

Change of Address if any:-

Signature of the pensioner:

Place :

Signature:

Date:

Name and Designation of the Authorized Officer with seal:

III. Certificate of Non-Re-Marriage/Non-Marriage

I hereby declare that I am not married / have not been married during the past six months.

OR

*I hereby declare that I have not been re-married and I undertake to report such an event promptly to SCTIMST/the Treasury / Bank.
*Applicable only for widow recipient of family pension and to be furnished only once.

Place:

Signature:

Date:

Name of the Pensioner:

P.P.O. No:

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible Officer or a well known Person:

Place:

Name:

Date:

Designation:

II. Non-Employment /Re-Employment Certificate

- i. I declare that I have not been serving in any capacity either in a Government Department / Office, company, corporation, autonomous body or Society of Central or State Government or Union Territory or a Local Fund during the half year ended May/November, 20.....

OR

I declare that I have been employed/re-employed in the Office..... which is a part of / financed by Govt. and was in receipt of the following monthly rates of emoluments during the half year ended May/November, 20..... Or during the month of falling within the said half year.

- a) Pay Special Pay Allowances (including DA, ADA etc.) OR
b) Honorarium

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment period.

- ii. I declare that I have not accepted any commercial employment in India. OR
I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central Government and none of the conditions, if any, attached thereto by Government has been violated.

Note: This declaration is required to be given for a period of two years from the date of retirement.

- iii. I declare that I have not accepted any employment under a Government outside India/an International Organization of which the Government of India is not a member. OR

I declare that I have accepted employment under a government outside India/ an International Organisation of which Government of India is not a member after obtaining the previous sanction of the Central Government and none of the conditions attached thereto by the government has been deviated from.

Place:

Signature:

Date:

Name of the Pensioner:

PPO No:

***Certificates at (ii) and (iii) are to be furnished only by retired Group A Officers.**



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List of designated officials specified for signing Life Certificate

1. A person exercising the powers of a Magistrate under the Criminal Procedure code;
2. A registrar or Sub-Registrar appointed under Indian Registration Act;
3. A Gazetted officer of the Government;
4. A Police Officer not below the rank of Sub-Inspector in-charge of a Police Station;
5. A Postmaster, a departmental Sub-postmaster or an Inspector of Post Offices;
6. A Class-I officer of the Reserve Bank of India, an officer (including Grade II officer) of the State Bank of India or its subsidiary;
7. A justice of peace;
8. A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
9. A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an Executive Committee of a Village;
10. A Member of Parliament, of State legislatures or of legislatures of Union Territory Governments/Administration;
11. Treasury Officer