



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम - 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/2024

Date: 19.10.2024

**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 2024 itself.**

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

- Presenting themselves personally along with Pension Payment Order/Identity Card issued by the Institute.
- 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.
- 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.**
- 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.**
- Using **Doorstep Banking**, through an **Alliance comprising 12 Public Sector Banks**, service request can be placed through "**Doorstep Banking (DSB) app**".
- 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.

  
**FINANCIAL ADVISOR (i/c)**

Copy to:

- Notice Board (Hospital/AMC/BMT)
- 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