

Government of Odisha

General Administration & Public Grievance Department

\*\*\*

No. 35789/GA & PG  
GAD-PEN-PEN-0038-2025

Date- 23/10/2025

From

Sukanta Kumar Behera,  
Director, Public Grievance & Ex-Officio,  
Special Secretary to Government

To

All Collector & District Magistrates

Sub:-

Participation in the Digital Life Certificate (DLC) Campaign 4.0 during  
November 2025 – regarding.

Ref:

DO No. 1 (2)/2025-P&PW (H) dated 30.08.2025 of Secretary, DoPPW, GoI

Madam/Sir,

The Department of Pension & Pensioners' Welfare (DoPPW), Government of India, has launched the **Nationwide Digital Life Certificate (DLC) Campaign 4.0** scheduled to be held from **1st to 30th November, 2025** in about 2000 cities/towns across India, including all districts. The campaign aims to ensure wider coverage and facilitation of pensioners in submission of their Digital Life Certificates (Jeevan Pramaan) through both online and camp-based modes.

You are requested to actively participate in the **DLC Campaign 4.0** in your district and take necessary steps for its successful implementation as mentioned in the Office Memorandum No. 10819 dated 30.07.2025 of DoPPW, GoI. Specifically, the following actions may be taken:

- i. Issue necessary advisories to all pensioners in your district to avail DLC facilities during the campaign period.
- ii. Organise designated DLC camps in coordination with local branches of Public Sector Banks, India Post Payments Bank (IPPB), Common Service Centres (CSCs), and Treasury Offices to assist pensioners in submission of their life certificates.
- iii. Ensure wide publicity through local media, notice boards, and social media platforms to inform pensioners about the availability of facilities at the designated camps.

iv. Nominate a district-level Nodal Officer for coordination with the State Nodal Officer (Director, PG & Ex-Officio Special Secretary to Government, GA & PG Department) and DoPPW's designated officials for effective monitoring and reporting.

V. Register the details of the Nodal Officer in the separate DLC Portal with URL (<https://ipension.nic.in/dlcportal/>). All the inputs related to the campaign such as URLs of Tweets and PIB notes/press releases are to be entered in this portal. The User manual for the DLC Portal may be followed.

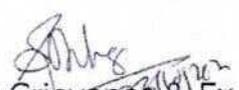
The Role of Ministries/Departments/Banks and State Governments, SOP, User manual of DLC portal shall be mailed to NIC mail of Collectors.

It is further informed that pensioners aged 80 years and above may submit their life certificates from 1st to 31st October, 2025, to avoid any disruption in pension disbursement.

You are therefore requested to take immediate steps to execute the activities in your district and ensure active participation of all stakeholders for the successful conduct of the DLC Campaign 4.0.

Encl: Copy of DoPPW D.O. No. 1(2)/2025-P&PW(H)-10819 dated 30.07.2025 along with Guidelines.

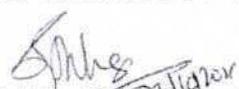
Yours faithfully,

  
Director, Public Grievance & Ex-Officio  
Special Secretary to Government

Date: 23/10/2025

Memo No. 35790/GA & PG

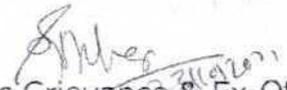
Copy forwarded to Sr. Pr. Private Secretary to Additional Chief Secretary to Government, GA & PG Department for kind information of Additional Chief Secretary to Government.

  
Director, Public Grievance & Ex-Officio  
Special Secretary to Government

Date: 23/10/2025

Memo No. 35791/GA & PG

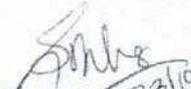
Copy forwarded to Office of Chief Secretary w.r.t OSWAS Diary No. 56985 dated 20.09.2025 for kind information.

  
Director, Public Grievance & Ex-Officio  
Special Secretary to Government

Memo No. 35792/GA & PG

Date: 23/10/2025

Copy forwarded to Joint Secretary to Government, Department of Pension & Pensioners' Welfare, Lok Nayak Bhawan, Khan Market, New Delhi-110003 for information.

  
23/10/2025  
Director, Public Grievance & Ex-Officio  
Special Secretary to Government

श्री. श्रीनिवास, सचिव  
V. Srinivas, Secy  
सचिव  
SECRETARY



सत्यमेव जयते

भारत सरकार  
कार्य, लोक शिकायत तथा पेंशन मंत्रालय  
पेंशन एवं पेंशनभोगी कल्याण विभाग  
लोकनायक भवन, खान मार्केट  
नई दिल्ली-110003  
GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC RELATIONS & PENSIONS  
DEPARTMENT OF PENSION AND PENSIONERS' WELFARE  
LOK NAYAK BHAWAN, KHAN MARKET  
NEW DELHI-110003

D.O. No. 1(2)/2025-P&PW(H)

Dy No. 1128/P&PW  
23/7/25  
AcS 6404

Dated: 30<sup>th</sup> July, 2025

*Dr. P.G.*

Dear Chief Secretary,

*M/S* Chief Secretary  
Odisha

*Deputy Secy*  
*S*  
*22/7/25*

The Digital empowerment of pensioners is the stated policy objective of the Government of India. In this regard, a Nationwide Digital Life Certificate Campaign is coordinated by the Department of Pension & Pensioners' Welfare annually from the 1<sup>st</sup> to 30<sup>th</sup> November. The large scale Campaign is executed in collaboration with Public Sector Banks, India Post Payments Bank, UIDAI, MeitY, Pensioners' Welfare Associations and stake holder departments of Ministry of Defence, Ministry of Railways and Department of Posts.

2. In the last three years, more than 4.50 crore DLCs have been generated by pensioners belonging both, to the State Governments and Central Government. The data sets of State Government pensioners reveal that a saturation approach needs to be adopted for wider and deeper penetration of this endeavour of digital empowerment. The DLC Campaign 4.0 is proposed to be held in November 2025 in 2000 cities/towns across India.

3. In this regard, State Governments are requested to participate in the DLC Campaign 4.0 and issue advisories for pensioners to avail DLC facilities during the campaign. The DLCs can be generated not only from their homes but also from designated Camps organised during the Campaign, Post Offices, Common Services Centres, etc. Detailed Guidelines in this regard are enclosed for reference.

4. A nodal officer from the State Government may be nominated for the campaign. The details of the Nodal Officer may kindly be sent to Shri Ravikiran Ubale, Director (email [ubalera@cag.gov.in](mailto:ubalera@cag.gov.in) Mobile No. 7710078925), the coordinating officer at DoPPW. I look forward to your cooperation in the successful conduct of DLC Campaign 4.0.

*With best regards,*

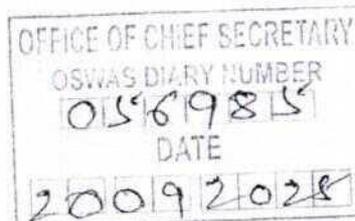
Yours sincerely,

(V. Srinivas)

Encl: As above

To:

Chief Secretary, all State Governments / Union Territories



*22/9*

**URGENT**  
*Pringsh. Ho*  
*9/11/25*  
*Pr. Secy*

*19/09/2025 (2.42 PM)*

F. No. 1(2)/2025-P&PW(H)-10819  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> floor, Lok Nayak Bhawan  
Khan Market, New Delhi  
Dated: 30<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

**Subject: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 4.0, November 1<sup>st</sup> to 30<sup>th</sup>, 2025**

The Digital empowerment of pensioners is the stated policy objective of the Government of India. In this regard, a Nationwide Digital Life Certificate Campaign is coordinated by the Department of Pension & Pensioners' Welfare annually from the 1<sup>st</sup> to 30<sup>th</sup> November. The large scale Campaign is executed in collaboration with Public Sector Banks, India Post Payments Bank, UIDAI, MeitY, Pensioners' Welfare Associations and stake holder departments of Ministry of Defence, Ministry of Railways and Department of Posts. In the last three years, more than 4.50 crore DLCs have been generated by pensioners belonging both, to the State Governments and Central Government. The DLC Campaign 4.0 is proposed to be held in November 2025 in 2000 cities/towns across India.

2. In order to conduct this Campaign, DoPPW shall obtain the support of the following stake-holders:

- India Post Payments Bank (IPPB)
- Pension Disbursing Banks
- Pensioners' Welfare Associations
- Department of Telecommunications
- Ministry of Defence (for their own pensioners)
- Ministry of Railways (for their own pensioners)
- All Ministries/Departments
- State Governments through their Treasuries/Pension Disbursing offices
- Employees Provident Fund Organization (EPFO)
- PIB, DD & AIR (for media support)



- UIDAI & MeitY (for technical support)

**3. Nation –wide DLC campaign 4.0 Features:**

- There shall be a common All-India banner of the Nationwide DLC Campaign to be shared separately by DOPPW.
- DoPPW shall nominate its Nodal officers for the States. These Nodal Officers shall tie up with the Campaign Nodal officers of the different stakeholders, as given above for the respective States/UTs.
- The campaign duly executed through DLC Camps would be held at all Districts Headquarters in collaboration with IPPB and Pension Disbursing Banks. Hence, there may be a city/town which would have multiple camps either of two or more Banks or of IPPB, CGDA, M/o Railways and Banks.
- The cities have been identified and multiple locations within each city shall be identified by Banks and other stakeholders.
- Camps will be organized at the identified multiple locations in each city, shortlisted for the Campaign by the banks/CGDA/ M/o Railways/IPPB/ State Government(s).
- Each Bank shall nominate its nodal officers for each State/UT who shall coordinate with the Bank's nodal officer for each city for the Campaign. DoPPW shall coordinate with the State Nodal Officers only.
- IPPB shall nominate Nodal Officers for each district across India.
- M/o Defence, M/o Railway, D/o Telecommunications and EPFO shall appoint their own Nodal Officers, accordingly dovetailing the locations as covered by DoPPW
- UIDAI and MeitY shall also nominate Nodal officers for technical support for each State/UT.
- PIB & DD shall nominate its Nodal officers for publicity in each State/UT.
- From September, 2025, onwards wide publicity is to be carried out through social media, print media and by all stakeholders.
- The Banks associating with the Campaign will hold camps on all days of the month of November, 2025.
- IPPB/ CGDA/ M/o Railways/State Government(s) associating with the Campaign in a particular State shall hold camps on designated days of November, 2025 and communicate details of the same to DoPPW.
- MeitY will give real-time support on the progress of the Campaign.
- A Social Media group of all the Nodal officers shall be created by DOPPW for real-time sharing of information during the Campaign.

**4. A separate DLC portal with URL <https://ipension.nic.in/dlcportal/> is available wherein details of Nodal Officers at State and City level shall be registered. All inputs related to the Campaign such as URLs of tweets and PIB notes/ press releases are to be entered in this portal. The user manual for the DLC Portal is attached for reference.**

## 5. Pre-Campaign Preparation Phase (1<sup>st</sup> August – 31<sup>st</sup> October, 2025)

- Nomination of Nodal officers by DoPPW, all Banks, IPPB, Defence, Railways, State Governments, EPFO, UIDAI, MeitY, PIB and DD.
- State-wise meetings of all the stake-holders for the identified cities/towns with DoPPW officials.
- Training of Nodal officers & Training of trainers by DoPPW/ UIDAI/ MeitY for submission of DLC through Face Authentication and use of DLC Portal.

5. (a) There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October also to ensure continuity of their pension. The Banks should ensure equipping their branches to provide DLC related service to the super senior pensioners from 1<sup>st</sup> to 31<sup>st</sup> October, 2025 also.

## 6. Campaign Period activities (1<sup>st</sup> November – 30<sup>th</sup> November, 2025)

- Launch of Nationwide DLC Campaign 4.0.
- DLC camps in identified cities/towns as per schedule. In all other places, Banks/ IPPB/ CGDA/ M/o Railways/State Government(s) shall keep the facility open.
- Daily updation of data centrally by MeitY of the progress of the Campaign on the DLC Portal.
- Release of PIB statements and tweets for every city by respective nodal officers. This shall be monitored by the DoPPW official in-charge of that particular State/UT. The links of PIB, tweets as well as DD coverage will be shared by the Nodal officers on the portal/social media group.
- Release of Nationwide DLC campaign booklet and film by DOPPW.

7. **The Role of Ministries/Departments/Banks and State Governments are at Annex. 1. The SOP regarding Face Authentication technique is at Annex. 2. User Manual for DLC Portal is at Annex. 3.**

## 8. Media Plan

- All awareness material on DLC / Face Authentication will be available on the DOPPW portal. Nodal officers can use that material for widespread awareness.
- DoPPW will release 2 print advertisements covering whole country for awareness about DLC/ Face authentication giving details of National campaign on 15<sup>th</sup> September and 15<sup>th</sup> October, 2025.
- DoPPW shall send SMS to the Central Government Civil Pensioners whose mobile numbers are available in DoPPW database in the month of October & November, 2025.

- Banks/ IPPB will conduct an awareness campaign in the identified cities in local languages in local newspapers in advance so that pensioners participate in these camps.
- DD/AIR coverage of each camp-site in all cities.
- September 2025 onwards, twitter series will be launched covering DLC/Face authentication SOP, info graphics, short videos, success stories of DLC campaign 2025 for widespread awareness about DLC.
- Release of DLC campaign booklet at the end of campaign.

9. For overall coordination, following DoPPW officers have been nominated:

S. No.	Name	Role	Contact details	Email ID
1.	Sh. Ravikiran Ubale, Director	Campaign Coordinator	011-24650580, 7710078925	ubalera@cag.gov.in
2.	Sh. Subhash Chander, US	Min/Dept Coordination	011-24644631, 9810698336	subhash.chander123@nic.in
3.	Ms. Ramanjit Kaur, Sr. Consultant	Bank/PWA/DLC Portal coordinator	011-24644631, 9643318767	ramanjit.kaur61@govcontractor.in

10. The above comprehensive guidelines for Nationwide Digital Life Certificate Campaign 4.0, to be held from 1<sup>st</sup> to 30<sup>th</sup> November, 2025, are being issued to ensure use of DLC by all pensioners across India. All Stakeholders are requested to adhere to roles assigned.

**Appended:**

1. The Role of Ministries/Departments/Banks and State Governments
2. SOP
3. User Manual for DLC Portal



(V. Srinivas)

Secretary to Government of India

1. All Secretaries to Government of India / Chairman, Railway Board
2. All Chief Secretaries to State Governments
3. Secretary, Department of Telecommunications
4. Secretary, D/o Posts, Ministry of Communications
5. Director General, DD News
6. Director General, AIR
7. CGCA, D/o Telecommunications
8. Controller General of Defence Accounts
9. CEO, UIDAI
10. MD & CEO, India Post Payments bank
11. CC, Central Pension Accounting Office
12. Central Provident Fund Commissioner, EPFO
13. CMDs of all Pension Disbursing Banks

Copy for information:

1. Joint Secretary PMO (Shri C. Sridhar)
2. Private Secretary to MOS (PP)
3. Joint Secretary, Cabinet Secretariat (Smt. Kavita Singh)

DO-Letter from Shri V. Srinivas, Secretary (P&PW)

Ramanjit Kaur < ramanjit.kaur61@govcontractor.in >

Thu, 18 Sep 2025 12:51:22 PM +0530

To "cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"cs-goat"<cs-goat@nic.in>,"csguj"<csguj@gujarat.gov.in>,"cs-haryana"<cs-haryana@nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"Cso-meg"<Cso-meg@nic.in>,"Cs-mizoram"<Cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Cs-skm"<Cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"Cs"<Cs@telangana.gov.in>,"Cs-tripura"<Cs-tripura@nic.in>,"csup"<csup@nic.in>,"Cs-uttaranchal"<Cs-uttaranchal@nic.in>,"Westbengal"<Westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"chandigarh"<chandigarh@nic.in>,"devcom-d"<devcom-d@nic.in>,"advisor-dnh-dd"<advisor-dnh-dd@daman.nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-advisor"<lk-advisor@gov.in>,"pondicherry"<pondicherry@nic.in>,"Cs-jandk"<Cs-jandk@nic.in>,"Advisor-ig-ladakh"<Advisor-ig-ladakh@gov.in>

Cc "Dhrubajyoti Sengupta"<js-doppw@nic.in>,"Ravikiran Ubale"<ubalera@cag.gov.in>,"Subhash Chander"<subhash.chander123@nic.in>,"Amandeep Kaur Kaur"<aman.kaur88@gov.in>

Respected Madam/Sir,

Please find attached DO Letter dated 30th July, 2025 from Shri V. Srinivas, Secretary, (P&PW) regarding Nationwide Digital Life Certificate Campaign.

Thanks & Regards,  
Ramanjit Kaur  
Sr. Consultant  
Department of Pension & Pensioners' Welfare  
Mob: 9643318767

1 Attachment(s)

DO Letter to Chief Secretaries ...

(44pg)