



PARADIP PORT AUTHORITY
FINANCE AND ACCOUNTS DEPARTMENT

No: FA/PEN/01/20/2020 /585

Date: 25-09-2026

PUBLIC NOTICE

Sub: Simplified process of submission of Life Certificate by Pensioners & Family Pensioners for the year 2026-27.

In view of the above, it has been decided to continue the simplified process of submission of Annual Life Certificate by the Pensioners / Family Pensioners for the year 2026-27 as under:

1. A special provision for pensioners aged above 80 years as per service record submit their life certificate in the month of October, 2026 as per the Office Memorandum from Ministry of Personnel, PG & Pensions, Department to Pension & Pensioners Welfare vide No: 1(2)/2023-P&PW(H)-8869 dtd. 09.08.2024.
2. Pensioners may as far as possible to submit their Life Certificate through e-mail ID of designated Bank (where they are having their pension account) to the e-mail of FA & CAO, PPA (facao@paradipport.gov.in)
3. Pensioners can also submit their Digital Life certificate (DLC) using the JEEVAN PRAMAAN portal as per attached guideline or through UMANG app. in Post office, Banks & Aadhaar center.
4. As special case keeping in view, all Class – I Officers of PPA have been authorized to accept Life Certificate signed in their presence by the Pensioners / Family Pensioners.
5. Pensioners / Family Pensioners can also submit their Life Certificate in the Pension Section, Finance Department, Administrative Building on all working days from Monday to Friday from 10:00 AM to 5:00 PM.
6. Pensioners / Family Pensioners can also submit their Life Certificate at PPA Guest House, Bhubaneswar, Jai Durga Temple Road, Unit-VIII, Gopabandhu Nagar, Bhubaneswar-751 008.


Accounts Officer
Paradip Port Authority

Copy to:

1. Sr. PS to Chairman, for information.
2. PA to Dy. Chairman, for kind information.
3. All HOD / Offices, PPA.
4. Sr. Dy. Director, EDP, PPA with request to hoist in PPA website for wide circulation.
5. Liaison Officer, PPA Guest House, Bhubaneswar for information.
6. The General Secretary, Paradip Port Trust Officer Pensioners Association, 2nd Floor, House No.- VIM-388, Sailashree Vihar, Bhubaneswar – 751 021
7. The General Secretary, PPT Pensioners Association, Nuabazar, Paradip.

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Requirements

- Android smartphone (version 7.0 or higher) with a working camera.
- Active internet connection.
- Installed apps: **AadhaarFaceRD** (from Google Play Store) and **Jeevan Pramaan Face App**.
- Details ready: Aadhaar number, Mobile number, Pension Payment Order (PPO) number, Bank/Disbursing agency details.  Jeevan Pramaan +2



Step-by-Step Submission Guide

- Open the **Jeevan Pramaan App** on your phone.
- Complete **Operator Authentication** by entering your name, mobile number, and scanning your face via Aadhaar FaceRD.
- Fill in your **Pension Details** including PPO number, disbursing agency, bank account number, and email.
- Provide consent for **Aadhaar Authentication** by checking the declaration box.
- Capture a live photograph of your face using the front/rear camera following the on-screen lighting guidelines.
- Submit the form; a successful scan generates a **Praamaan ID** and Digital Life Certificate (DLC) sent via SMS.
- Download a PDF copy of the certificate from the Jeevan Pramaan Portal using your Praamaan ID.  Jeevan Pramaan +3

Learn how to submit your Jeevan Pramaan Digital Life Certificate online through the official guide: