



PENSION DEPARTMENT

6th December, 2019

Submission of Pensioner Life certificate for the year 2020

Every year, all the pensioners and family pensioners are required to submit Life certificate for continuation of pension payment. As done in the previous years, the Life certificate for the year 2020 is to be submitted online through ESS-HCM portal. All the Class-I officers at MO/BO/DO/Service Hubs/RO/LCB/HO can facilitate the pensioners approaching them to submit the Life certificate online by logging in to the portal. The "LIFE CERTIFICATE" tab under ESS-HCM portal will be open for submission **from 01.01.2020 till 29.02.2020 for a period of TWO MONTHS ONLY**. Pension shall continue without break for those pensioners who submit life certificate on or before 01.02.2020 and for those who submit life certificate post 01.02.2020, pension shall be withheld till such time and released thereafter. **From 01.03.2020, Pension life certificate tab will automatically be disabled and fresh life certificate submissions shall not be entertained.**

The procedure for submission of Life certificate-2020 is given hereunder:

1. **Verifying Officer** – Any Class-I officers can facilitate submission of Life certificate-2020 through ESS HCM portal by selecting the "Life Certificate" tab.
2. **Pensioner Identification** – For identification purpose, the pensioner is expected to produce a photo id proof to the verifying officer viz. Pensioner id card, Voter ID, Aadhar card, PAN card, passport etc.
3. **Basic Data** – On giving the annuity number of the pensioner/family pensioner in the "Life certificate" tab of the ESS HCM portal, the system will fetch the pensioner's basic data from the available database. If the annuity number is not readily available, employee number can be used to fetch the data. Other search options like name of the annuitant or date of birth can also be used to fetch the data.
4. **Correction of Data** – Any change in the data viz. residential address/email id can be done by the verifying officer using the edit option after satisfying himself/herself of the correctness of the changes being made. If the Aadhar number is not already provided, the same shall be filled now. Please note that mobile number field is made compulsory to facilitate easy communication with the pensioner whenever necessary.
5. **Correction of Bank Details** – By default, the bank details field is made un-editable. If there is any change in the account details, the pensioner is requested to submit the life certificate online first with the mentioned bank details and then intimate the bank change by filling the ECS mandate form with a copy of the cancelled cheque leaf. The ECS mandate form and cheque leaf copy shall either be directly forwarded by the Pensioner to Pension Department or handed over to the verifying officer for onward submission.
6. **Submission of Life certificate** – After making the necessary corrections in the data, the verifying officer shall "submit" the Life certificate-2020 before taking a print out of the same. The hard copy of the Life certificate-2020 shall be signed both by the pensioner and the verifying officer and the same shall be sent to HO Pension department for records.
7. **Retirements in Nov & Dec 2019** – Those who have retired in the months of November and December 2019 need not submit their life certificate for the year 2020.


Pensioner staying abroad during this period:

In case the pensioner/family pensioner is staying abroad, he/she may send a mail to HO Pension Department (hopension@uiic.co.in) requesting for an "offline" form of Life certificate-2020. Pension Dept shall generate an offline form and forward the same to the pensioner which shall be submitted after getting the certification from the Indian Embassy/any GIPSA companies/any public sector banks/notary public at the country where the pensioner/family pensioner stays.

Pensioner who could not move due to sickness:

In case a pensioner is not in a position to move out of his/her residence due to sickness, the family member of the pensioner shall approach the nearest UIIC office with a medical certificate obtained from a registered medical practitioner mentioning the inability of the pensioner to visit directly. The concerned office shall facilitate submission of life certificate upon confirmation of life existence.

It is once again reiterated that **Life certificate submitted through ESS Portal between 01.01.2020 and 29.02.2020** shall be accepted for continuation of pension.


Chief Manager
