



DELHI DEVELOPMENT AUTHORITY
OFFICE OF CAO/DDA

CIRCULAR No 1/2025

No. F2(1)2025/Misc/Jeevan Pramaan/

Dated: 09/10/2025

Sub: Aadhaar based authentication of Life Certificate for Pensioners.

It is hereby informed that Delhi Development Authority has been registered as a Pension Sanctioning Authority (PSA) at Jeevan Pramaan Portal under the Ministry of Electronics and Information Technology.

Now pensioners can easily download the Jeevan Pramaan App and generate Digital Life Certificates (DLC) online.

Jeevan pramaan uses the Aadhaar Platform for on-line biometric authentication. Life certificates may be submitted through following channels:

A. Smart Phones.

B. Through any Citizen Service Centre of Ministry of Electronics and Information Technology located nereby.

It is to intimate that detailed procedure for getting DLCs (Digital Life Certificates) downloaded is attached at **Annexure "A"**. However, the process in brief is as follows:

Step 1: Pensioner needs to have Aadhaar Number for getting DLC issued.

Step 2: a) Pensioners having internet connection can download Jeevan Pramaan and Aadhaar Face Rd App from google play store and enrol on real time basis by registering the Aadhaar Number.

b) Pensioners who do not have smart phones can visit nearby Citizen Service Centre/any Government office (whose details are provided under "locate centre" on jeevanpramaan.gov.in) for assistance and biometrically authenticate by giving the details as indicated at (a) above.

c) If the pensioner is already enrolled on the system, next time he has to give his Aadhaar number only and he would be required to authenticate biometrically for updating his DLC.

Step 3: After successful submission of DLC, DLC will be forwarded to the concerned Pension Disbursing Authority (PDA) i.e. the bank designated for pension disbursement. Once DLC is accepted, acknowledgement will be sent to the pensioner on their registered mobile number.


09/10/2025

Pensioners while filing up the data in the phone application for registration shall have to provide the following details:

Organization Type: Municipal corporation/Local Bodies/ Authorities

Sanctioning Authority: Delhi Development Authority

Disbursing Agency: Nodal banks- SBI/CBI/IDBI


09/10/2015
CAO/DDA

Copy to:

1. OSD to VC
2. PS to FM
3. PS to Commissioner(Housing)
4. PS to Commissioner. (P)
5. PS to CAO
6. FA(H), Dir. (LC), Dir.(Finance)
7. Zonal Dy. CAO (All CAUs)
8. AO(All CAUs)-North, South, East, Rohini, Dwarka, Sports, Narela, PAO(EW)
9. Dy. CAO(H)-I, II, & III
10. Dy. CAO (Pension)
11. Dy. CAO(Establishment)-Gazetted, Non-Gazetted-2,3,4
12. Dy. Director(System) for displaying on DDA's website.
13. Dy. Director(Welfare)
14. a) Branch Manager, State Bank of India, Vikas Sadan,
b) Branch Manager, Central bank of India, Vikas Sadan,
c) Branch Manager, IDBI Bank, 19, Surya Kiran Building, K. G. Marg New Delhi-110001
- for encouraging the pensioners to use this Jeevan Pramaan Application for ease and own convenience.
15. Notice Board


CAO/DDA