

SOP – Jeevan Pramaan Interface



Version 1.1
(last updated on 26th Dec' 2022)

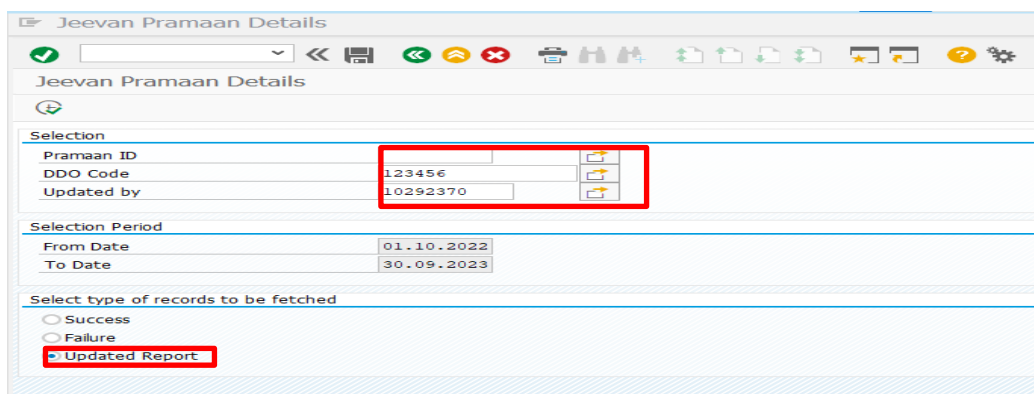
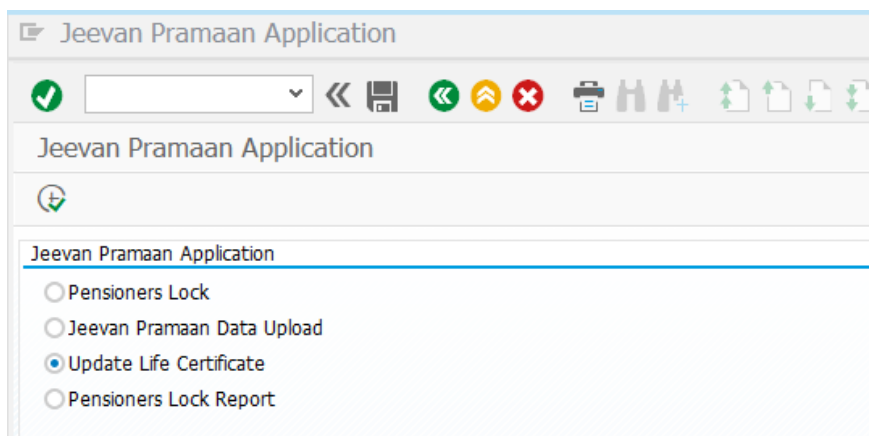
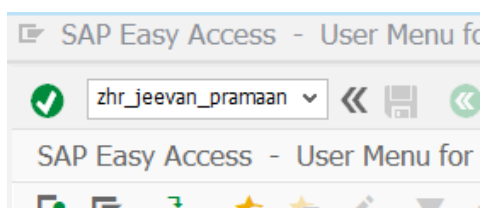
Introduction:

Main purpose: To process the life certificates of pensioners submitted through Jeevan Pramaan Portal in CSI HRMS for default dates or as per the dates specified by GOI every year. The Digital Life Certificates (DLC) data will be consumed directly by CSI HRMS through interface from NIC server to facilitate the DDOs for updating Life Certificate of the pensioners.

Pre-requisite: Availability of correct Aadhaar Number in IT0185 (SType 06).

Step 1: DDOs to check 'Updated Report':

DDOs to check and ensure the correctness of the updated report with that of the data downloaded by DDO from Jeevan Pramaan portal through **ZHR_JEEVAN_PRAMAAN→Update Life Certificate→Updated Report**



Enter the required data like Pramaan ID or DDO Code or DDO/User ID who uploaded the data (For manual life certificate cases).

Jeevan Pramaan Details							
Praamaan Id	PPO Number	Bank Account Number	Life Certificate Details	Re Marriage Details	Re Employed Details	Authentication Date	Bank Code
1000000001	S-1795/TCAP	1234567890	Y	N	N	21-10-2022	POSB
1071836838	S-1795/TCAP	3031772892	Y	N	N	11-10-2022 12:17:47	5355
1071836838	S-1795/TCAP	3031772892	Y	N	N	21-10-2022	5355
1234567890	PPO/12345/01	0153123456789	Y	N	N	2022-11-15 16:24:25	IPPS
3182381983	TA/NET/368	1724014618	Y	N	N	14-10-2022 10:47:25	7881
4157889656	11271070100037	112710701000999	Y	N	N	2022-11-14 08:20:25	IPPS
6366259014	POSTAL/AP/36791	414974153	Y	N	N	17-10-2022 11:55:38	5355
6504549984	112710701000392	112710701123456	Y	N	N	2022-11-15 08:35:10	IPPS
6685250651	11271070100588	1127107010051111	Y	N	N	2022-11-14 08:23:24	IPPS

DLCs received from NIC and processed in CSI HRMS for the pensioners will be shown in this report. These records will be updated in IT9090 and SMS will be triggered by CSI HRMS to the pensioners centrally, to the mobile number provided in IT0105 subtype 0010. If no data is available in IT0105, SMS will be triggered to the mobile number received from Jeevan Pramaan.

Step 2: DDOs to check 'Failure Report':

Once files from NIC is consumed by CSI HRMS, the failure records due to mismatch in Aadhaar number, control record 'release' status etc. can be seen in this report.

Jeevan Pramaan Details

Selection

Praamaan ID: 0000908713

DDO Code: []

Updated by: 10292370

Selection Period

From Date: 01.10.2022

To Date: 30.09.2023

Select type of records to be fetched

Success

Failure

Updated Report

Jeevan Pramaan Details

Select	Praamaan Id	PPO Number	Bank Account	Lif	Re	Re	Authentication Date	Bank	Aadhar Number	Mobile Number	Employee Name	G	Employee	CSI Status	CSI Remarks	File Name
<input type="checkbox"/>				Y	N	N	2022-10-01 11:58:05	2210				M		Failure	Aadhaar not updated	IPPS_IPPS_20221001_01
<input type="checkbox"/>				Y	N	N	2022-10-01 08:36:43	8413				M		Failure	Aadhaar not updated	IPPS_IPPS_20221001_01
<input type="checkbox"/>				Y	N	N	2022-10-01 09:21:18	8412				F		Failure	Aadhaar not updated	IPPS_IPPS_20221001_01

Step 3: DDOs to resort to manual upload in respect of the following scenarios:

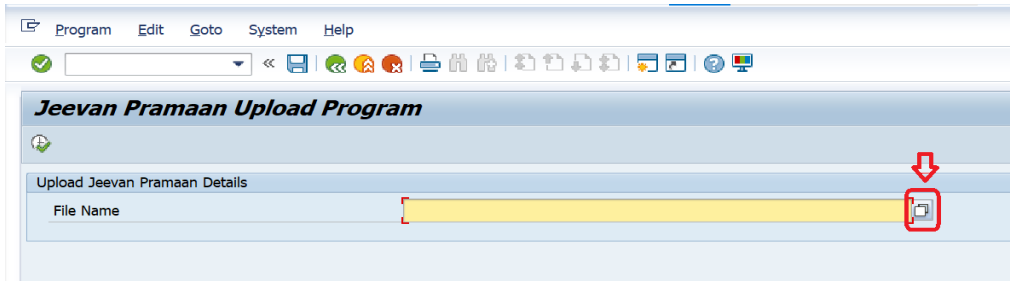
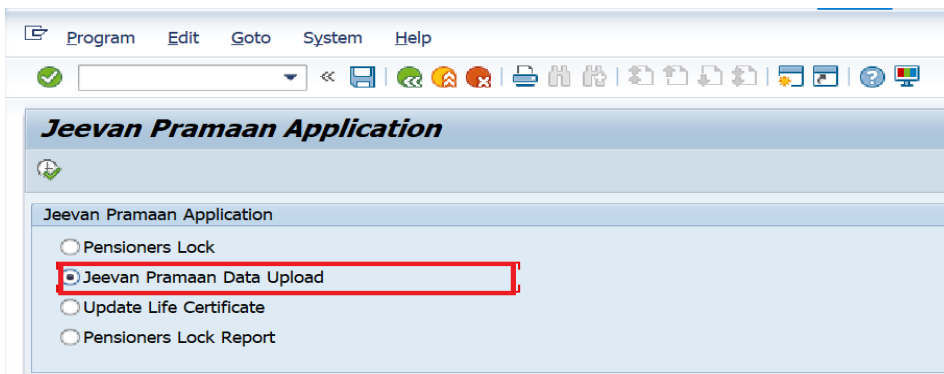
- a. Extract the failed cases and filter the records which contain pensioner ID.
- b. Not-updated/Duplicate Aadhaar number cases wherein pensioners provide with correct Aadhaar Number.
- c. Pensioners providing Life Certificate through other means as per the existing rules on the subject.

Step 4: Manual upload process by DDOs

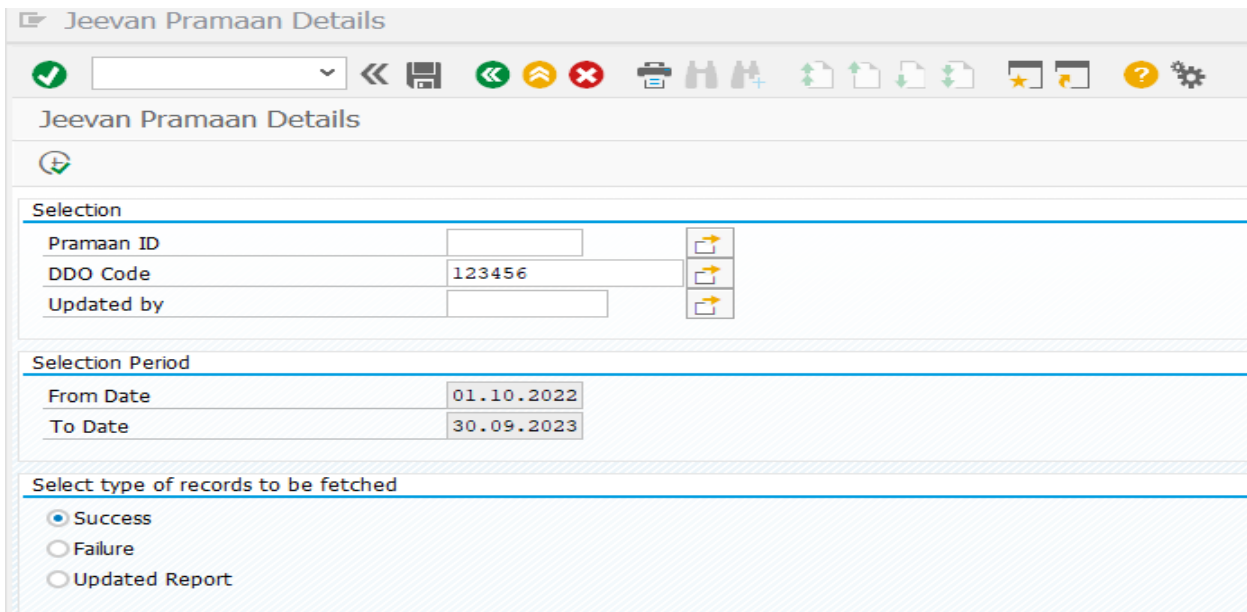
For the above-mentioned scenarios (a to c) in step 3, prepare excel document as shown in the below template.

Note: In respect of scenario 'c', a unique ID in place of Pramaan ID to be assigned by the DDO - for future reference to DDO/Audit.

DDO to upload the file through **ZHR_JEEVAN_PRAMAAN**→**Jeevan Pramaan Data Upload**



Choose the file and click on execute button. After execution, DDO will get the message 'Data successfully uploaded'. The uploaded data will be stored in CSI HRMS table and DDOs have to update the success cases as shown below.



List Edit Goto Settings System Help

Update/Send Message

Select	Pramaan Id	PPO Number	Bank Account Number	Life Certificate Details	Re Marriage Details	Re Employed Details	Authentication Date
<input type="checkbox"/>	3594649355	CK-5236-PS	3393500	Y	N	N	26-07-2022 15:39 7

Once executed, data will be updated in Info type 9090 and SMS will be triggered to the pensioner's mobile number provided in IT0105 subtype 0010 simultaneously. If no data is available in IT0105, SMS will be triggered to the mobile number provided during upload.

Manual Upload Template:

BANK_C ODE	PPO NUMBER	BANK ACCOUNT	LIFE CERTIFICAT E	RE_MARR IAGE	RE_EMPL OYED	AUTHENTICATIO N DATE	PRAMAA N ID	AADHAAR	MOBILE	NAME	GEND ER	DATE OF BIRTH
POSB	A-123/PPO	1234567890	Y	N	N	2022-10-21	1000000001	123456789012	9876543210	Test User	M	1967-01-15

* **Note :** Only Hyphen ‘-’ is to be used in date columns while uploading data.

Note: ‘Pensioners lock program’ will be executed centrally in respect of those pensioners who have not submitted their Life Certificate on or before the dates specified by GOI. DDOs to check and ensure the correctness in this regard. If there is any discrepancy, DDO shall escalate it to CEPT HRMS/CSI HR.

Step 5: Pensioners Lock Report

DDOs can check this report for extracting remaining pensioners list who have not submitted the life certificate till date based on DDO code.

Pensioners Lock Report

Selection

Payroll Area: pk

DDO Code: 102562

Pensioners Lock Report

Employee ID	Last Changed on
80000037	21.11.2022
80000038	21.11.2022
80000039	21.11.2022
80000044	21.11.2022
80000051	21.11.2022
80000052	21.11.2022
80000053	21.11.2022
80000054	21.11.2022
80000055	21.11.2022
80000056	21.11.2022
80000057	21.11.2022

FAQ:

1. Is Aadhaar number mandatory?
Aadhaar number is required to identify the pensioner ID in CSI HRMS.
2. What is the role of DDO in updating the Jeevan Pramaan Life Certificate?
As per the existing rules, Pensioners can either submit the LC through Jeevan Pramaan portal or they can directly approach DDO for updating the LC details.
3. Can DDO modify pensioner data for failure cases and update the data again?
Yes.
4. Whether Jeevan Pramaan process DLC update process is automated?
Yes. Files from NIC will be consumed on daily basis and updated in CSI HRMS.
5. What might be the reason for not receiving SMS by the pensioner even after successful submission of Life Certificate through Jeevan Pramaan Portal?
It is due to non-availability/incorrect mobile number maintained in CSI HRMS.
6. What if system throws 'aadhaar not updated' error?
Maintain the Aadhaar number validity as 31-12-9999 then upload again.
7. What if system throws 'duplicate aadhaar exists' error?
Case 1 : *Find the pensioner IDs based on aadhaar number (ZHR_FETCHEMPID) and delimit the aadhaar number from the inappropriate ID if it is within the same Division. Else raise a SD ticket.*
Case 2 : *When the same pensioner is drawing family pension and service pension, the case shall be handled manually, i.e. necessary entries have to be posted in IT9090 and the 'tick' mark in IT0003 to be removed after satisfying that the case is genuine in all aspects. DDO to ensure and record the submission of the 'life-certificate' of the pensioner concerned and process the case, thereafter.*
8. What if a pensioner doesn't have an aadhaar number?
Such cases have to be handled manually, i.e. necessary entries have to be posted in IT9090 and the 'tick' mark in IT0003 to be removed after satisfying that the case is genuine in all aspects. DDO to ensure and record the submission of the 'life-certificate' of the pensioner concerned and process the case, thereafter.