All the Branch Managers / Offices

Madam/Dear Sir,

**ANDHRA PRADESH GRAMEENA VIKAS BANK (EMPLOYEES’) PENSION REGULATIONS, 2018 - SUBMISSION OF DIGITAL LIFE CERTIFICATE**

We refer to the captioned subject and advise that the Bank has on boarded to Jeevan Pramaan for obtaining Life Certificates digitally from the pensioners/family pensioners.

02. In this connection, all the pensioners/family pensioners are hereby advised to submit their DLC (Digital Life Certificate) for this year in Jeevan Pramaan on or before 15th January 2020.

03. The life certificates thus submitted digitally will be processed by the Bank and kept on record for continuation of disbursement of Pension from the subsequent months.

04. It may please be noted that Life Certificates from next year shall be submitted during the month of November by all the pensioners/family pensioners.

05. The procedure for submission of DLC in Jeeva Pramaan is annexed herewith for information of all the concerned.

05. All the Branch managers, Regional managers & Heads of departments are advised to display this circular in the notice boards of all Branches/Offices. The circular is also placed in the bank’s website [www.apgvbank.in](http://www.apgvbank.in) for information of all the concerned.

06. Please bring the contents of the circular to the notice of all staff members working in the Branches/Offices and all the pensioners/family pensioners.

Yours faithfully,

*Gouru Sukumar*

**GENERAL MANAGER – I**

Encl: Annexure

The application for submission of DLC in JP can be installed in any PC/Mobile/Tablet by downloading the application from https://jeevanpramaan.gov.in OR

Pensioners/Family Pensioners can also approach nearest Citizen Service Center (CSC) to submit DLC.

Requisites:
1. Aadhaar Number
2. Mobile Number
3. PPO Number
4. Pension Account Number

Screen 1:
4. Enter the One Time Password received in your Mobile

5. Click 'Ok'

6. Enter your Full Name

7. All the Pensioners except Family Pensioners shall select 'Service'.
Screen 3: - Type of Pension 'Service'

8. Choose ‘Andhra Pradesh Grameena Vikas Bank’

9. Enter Your PPO Number

10. Enter Your Pension Receiving Account Number

11. Choose Appropriately

12. Tick Here

13. Click Here to Scan your Finger.
Screen 3: - Type of Pension ‘Family’

8. Choose ‘Andhra Pradesh Grameena Vikas Bank’

9. Enter Your PPO Number starting with ‘F’

10. Enter Your Pension Receiving Account Number

11. Choose Appropriately

12. Tick Here

13. Click Here to Scan your Finger.
Screen 4: Your Life Certificate will be submitted successfully. The same may be printed for your reference.