

હિસાબ નિયામકશ્રીની કચેરી

તિજેરી શાખા

નવસારી કૃષિ યુનિવર્સિટી, નવસારી

યુનિવર્સિટી ભવન, એડુ ચાર રસ્તા, ઠાંડી રોડ, નવસારી – ૩૮૬૪૫૦

સમય મર્યાદા/અગત્યનું

પરિપત્ર

હયાતિની ખરાઈ કરવા બાબત.


હિસાબ નિયામકશ્રી, નવસારી કૃષિ યુનિવર્સિટી, નવસારીની તિજેરી શાખામાંથી પેન્શન મેળવતાં તમામ પેન્શનરોને આથી જણાવવાનું કે, દર વર્ષની માહક ચાલુ વર્ષ દરમિયાન પણ પેન્શનરોની હયાતિની ખરાઈ (Life Certificate) કરાવવાની પ્રક્રિયા હાથ ધરવામાં આવનાર છે. આ અનુસંધાને, તમામ પેન્શનરોને વિનંતી છે કે તેઓ તા.૦૧/૦૫/૨૦૨૬ થી તા. ૩૧/૦૫/૨૦૨૬ દરમિયાન (જહેર રખના દિવસો સિવાય) સવારે ૧૧:૦૦ થી બપોરે ૨:૦૦ કલાક સુધી કચેરીએ વ્યક્તિગત રીતે હાજર રહી પોતાની હયાતિની ખરાઈ ફરજિયાત કરાવી લેવાની રહેશે. વૈકલ્પિક રીતે, તમામ પેન્શનરો જીવન પ્રમાણ પોર્ટલ (JEEVAN PRAMAAN Portal) મારફતે પણ પોતાની હયાતિની ખરાઈ કરાવી શકે છે. વિદેશમાં વસવાટ કરતા પેન્શનરો જે આ પોર્ટલનો ઉપયોગ કરી શકે, તો તેઓ આ સુવિધાનો લાભ લઈ શકે છે. અન્યથા તેઓ અગાઉની પ્રચલિત પદ્ધતિ મુજબ હયાતિની ખરાઈ કરાવવાની રહેશે. વધુમાં, NAU official website (nau.in) પર મુકેલ આ પરિપત્ર સાથે સામેલ માર્ગદર્શિકા મુજબ હયાતિની ખરાઈ કરાવવી ફરજિયાત રહેશે.

૧. પેન્શનરે પુનઃનોકરી સ્વીકારેલ છે કે કેમ? તે અંગેનું પ્રમાણપત્ર રજુ કરવું.
૨. કુટુંબ પેન્શનના કેસમાં ૫૦ વર્ષની ઉંમર સુધીનાં પેન્શનરોએ પુનઃલગ્ન કરેલ નથી તેવું રાજ્ય પત્રિત અધિકારીશ્રીની સહિ સાથેનું પ્રમાણપત્ર રજુ કરવું.
૩. જે પેન્શનર ખરાબ તબિયતને કારણે કે અન્ય કારણોસર અત્રેની કચેરીએ હાજર રહી શકે તેમ ન હોય તેમણે પાછળ પાના નં.૦૨ ઉપર આપેલ લીસ્ટ મુજબનાં અધિકારીશ્રીનું પ્રમાણપત્ર હયાતિનાં દાખલાના નમુનામાં રજુ કરવું, જે આ સાથે સામેલ છે. અધિકારીશ્રીને પેન્શનની હયાતિ અંગે શંકા જણાય તો જે તે પેન્શનરનાં રહેઠાણે મુલાકાત લઈ તપાસ કરી શકશે.
૪. પરદેશમાં વસતાં પેન્શનરોને હયાતિની ખાત્રી માટે માહે: મે-૨૦૨૬ માસમાં જ જે તે વિસ્તારનાં નોટરીનાં અસલ સહી સિક્કાવાળુ પ્રમાણપત્ર મોકલવાનું રહેશે.
૫. મે-૨૦૨૬ નાં માસમાં હયાતિની ખરાઈ ન કરાવી શકનારને જુન-૨૦૨૬ અને જુલાઈ-૨૦૨૬નાં છુટનાં માસમાં હયાતિની ખરાઈ કરાવી લેવી. જુન-૨૦૨૬ અને જુલાઈ-૨૦૨૬ છુટનાં માસમાં હયાતિની ખરાઈ ન કરાવી શકનાર પેન્શનરનું માહે: ઓગષ્ટ-૨૦૨૬ થી પેન્શન સ્થગિત કરવામાં આવશે. જેની નોંધ લેવી.

આપની હયાતિની ખરાઈ વિના પેન્શન ચુકવવામાં વિલંબ ન થાય તેને ધ્યાને લઈ તા.૦૧.૦૫.૨૦૨૬ થી તા.૩૧.૦૫.૨૦૨૬ સુધીમાં આપની હયાતિ અંગેની ખરાઈ અચુક કરાવી લેવા વિનંતી છે. તેમજ જીવન પ્રમાણ પોર્ટલ દ્વારા કરાવેલ હયાતિ અંગેની ખરાઈ પણ તા.૦૧.૦૫.૨૦૨૬ બાદના ઉપરોક્ત સમયગાળા દરમિયાનમા જ સ્વીકાર્ય રહેશે.

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ખ.નં. નકલ/વવહિઅ/પેન્શન/૧૨૪૧/૨૦૨૬
નવસારી, તા.૨૦/૦૪/૨૦૨૬


વહીવટી વ હિસાબી અધિકારી
નવસારી કૃષિ યુનિવર્સિટી
નવસારી

નકલ રવાના:-

નવસારી કૃષિ યુનિવર્સિટી, નવસારીની તિજેરી શાખામાંથી પેન્શન મેળવતાં તમામ પેન્શનરો તરફ.

(પાછળ)



નીચેની વ્યક્તિઓની સહીવાળુ પેન્શનરની હયાતિ બાબતનું પ્રમાણપત્ર રજુ કરતાં બધા જ પ્રકારનાં પેન્શનરોને પેન્શન લેવા માટે જાતે હાજર રહેવામાંથી મુક્તિ આપવામાં આવશે.

૧. ક્ષેત્રદારી કાર્યવાહીનાં કાયદા અનુસાર મેલરેટ્ટની સત્તા ધરાવતી કોઈ વ્યક્તિ.
૨. ૧૯૦૮નાં ભારતીય નોંધણી અધિનિયમ હેઠળ નિમાયેલ કોઈ રજીસ્ટ્રાર કે સબ રજીસ્ટ્રાર.
૩. સરકારશ્રીનાં કોઈ રાજ્ય પત્રિત અધિકારી.
૪. નિવૃત્ત થતાં પહેલાં મેલરેટ્ટની સત્તા ધરાવતાં કોઈ પેન્શનર કે રાજ્યપત્રિત અધિકારી.
૫. ન્યાયાધીશ.
૬. સરકારી ખિતાબ ધરાવતી કોઈ વ્યક્તિ.
૭. ઓછામાં ઓછા સબ ઈન્સ્પેક્ટરની કક્ષાનાં પોલીસ અધિકારી કે પોલીસ મથકનાં ઈન્ચાર્જ ઈન્સ્પેક્ટર.
૮. પોસ્ટ માર્ટર.
૯. ખાતાકીય સબ પોસ્ટ માર્ટર.
૧૦. ટપાલ કચેરીઓનાં ઈન્સ્પેક્ટર.
૧૧. ભારતીય રીઝર્વ બેન્કનાં અધિકારી.
૧૨. ભારતીય સ્ટેટ બેન્કનાં કે તેની સબસીડીયર બેન્કનાં કે ૧૯૩૪નાં ભારતીય રીઝર્વ બેન્કનાં અધિનિયમની અનુસુચિ (૨) માં સમાવિષ્ટ કરવામાં આવેલ, કોઈ બેન્કનાં ગ્રેડ-રનાં અધિકારી સહિત કોઈ પણ અધિકારી.
૧૩. સંસદમાં બેસતા ગુજરાત રાજ્યનાં સંસદ સભ્ય.
૧૪. વિધાનસભામાં બેસતાં ગુજરાત રાજ્યનાં ધારા સભ્ય.
૧૫. કેન્દ્રશાસિત પ્રદેશ સરકારશ્રી ધારાસભ્યમાં બેસતાં સભાસદ અથવા વહીવટીમાં.
૧૬. જિલ્લા પંચાયતનાં પ્રમુખ.
૧૭. નગર પંચાયતનાં અધ્યક્ષ.
૧૮. ગ્રામ પંચાયતનાં સરપંચ.
૧૯. પંચાયત કે અર્ધ સરકાર સંસ્થાઓમાં પ્રતિનિયુક્તિ પરનાં કોઈ રાજ્ય પત્રિત સરકારી અધિકારી.



જીવન પ્રમાણ લાઈફ સર્ટીફિકેટ ગાઈડલાઈન

- અત્રેની યુનિવર્સિટી ખાતેથી ખરાઈ કરાવવા માટે નક્કી કરવામાં આવેલ માસમાં ખરાઈ કરાવી લેવાની રહેશે. નહીંતર અત્રેની કચેરી ખાતેથી પેન્શન સ્થગીત કરવામાં આવશે. જેની જવાબદારી જે તે પેન્શનરની રહેશે.
- પેન્શનર તેમજ કુટુંબ પેન્શનર તરીકે પેન્શન મેળવતાં પેન્શનરોએ પીપીઓ વાઈઝ અલગ અલગ ખરાઈ કરાવવાની રહેશે.
- સદર લાઈફ સર્ટીફિકેટ આપ આપના ફોનમાં એપ્લિકેશન ડાઉનલોડ કરી જનરેટ કરી શકશો. જેનાં માટે નીચે જણાવેલ બે એપ્લિકેશન ડાઉનલોડ કરવાની રહેશે.
 - * [Aadhaar Face Rd App](#) (From Google Play Store)
 - * [Jeevan Pramaan Face Application](#) (From Google Play Store)
(Direct Link: <https://jeevanpramaan.gov.in/package/download>)
- જીવન પ્રમાણ પોર્ટલ ઉપર વાર્ષિક ખરાઈ કરાવવા માટે આપનો પીપીઓ નંબર, આધાર કાર્ડ તેમજ આધાર કાર્ડ સાથે લીંક હોય તે મોબાઈલ નંબરની જરૂરીયાત રહેશે.
- પેન્શનર/ કુટુંબ પેન્શનર રૂબરૂમાં કચેરી ખાતે આવી ખરાઈ કરાવી શકશે. પરંતુ જે જીવન પ્રમાણ પોર્ટલ ઉપર વાર્ષિક ખરાઈ કરાવી લીધેલ હોય તો પેન્શનર/કુટુંબ પેન્શનરોએ રૂબરૂમાં કચેરી ખાતે હાજર રહેવાની જરૂર નથી.
- **જીવન પ્રમાણ પોર્ટલ ઉપર વાર્ષિક ખરાઈ કરાવી લીધા બાદ તેની નકલ અત્રેની કચેરીને રૂબરૂ અથવા પોસ્ટ દ્વારા મોકલવાની જરૂર નથી.** અત્રેની કચેરીએથી જીવન પ્રમાણ પોર્ટલ ઉપરથી આપનું લાઈફ સર્ટીફિકેટ ડાઉનલોડ કરી લેવામાં આવશે.
- કુટુંબ પેન્શનના કેસમાં **૫૦ વર્ષની ઉંમર સુધીનાં પેન્શનરો** જે હયાતીની વાર્ષિક ખરાઈ જીવન પ્રમાણ પોર્ટલ દ્વારા કરાવે તો આવા પેન્શનરો એ પુનઃલગ્ન કરેલ નથી તેવું રાજ્ય પત્રિત અધિકારીશ્રીની સહિ સાથેનું પ્રમાણપત્ર જીવન પ્રમાણ પોર્ટલ ઉપરથી વાર્ષિક ખરાઈ કરાવેલ લાઈફ સર્ટીફિકેટ સહિત ટપાલ દ્વારા અત્રેની કચેરીને મોકલી આપવાનું રહેશે.
- <https://youtu.be/0KQB5rWKUDU?si=CD3BKu5hvZx9VPOn>



LIFE CERTIFICATE (GTR-273)

THIS IS TO CERTIFY THAT: - _____

HOLDER OF PPO NO. :- _____

IS ALIVE ON THIS DATE AND HE/SHE HAS SIGNED BEFORE ME AS UNDER
NAME OF BANK BRANCH: - STATE BANK OF INDIA

BANK A/c NO. :- _____

IT PAN CARD NO. :- _____

AADHAR NO. :- _____

MOB NO. :- _____

SIGNATURE OF PENSIONER

SIGNATURE OF MANAGER

DATE: -

NOTE: - SIGNATURE MUST BE DONE AS PER PENSION OFFICE'S RECORD.

RE-EMPLOYMENT CERTIFICATE (GTR-256(2)A)

1. I HAVE NOTE BEEN RE-EMPLOYED DURING THE PERIOD OF THIS CLAIM IN ANY GOVERNMENT IN INDIA,
AY LOCAL

BODY OR AY INSTITUTION WHOLLY OR PARTLY FIACED BY GOVERNMENT.

2. I AM RE-EMPLOYED IN _____ W.E.F. _____ HENCE T.I. HAS NOT BEEN CLAIMED.

SIGNATURE OF PENSIONER

DATE: -

FORM BTR-37/G.T.R.-53
(IN CASE OF FAMILY PENSIONER)

YEARLY DECLARATION OF PENSIONER WHOLE PENSION IS TERMINABLE ON HIS/HER MARRIAGE OR
REMARRIAGE.

PPO NO. _____ I, HERE BY DECLARE THAT I AM NOT MARRIED AND HAVE NOT BEEN
MARRIED DURING PAST YEARS.

SMT/SHRI/SMT _____

SIGNATURE OF PENSIONER

DATE: -

I, HOLDER OF PPO NO. _____

HERE BY CERTIFY THAT AS MY BIRTH DATE IS: - _____

CROSSED THE AGE OF 50 YEARS. HENCE CERTIFICATE OF REMARRIAGE IS NOT REQUIRED TO BE PRODUCED.

SIGNATURE OF PENSIONER

DATE: -

W/O, D/O, LATE SMT/SHRI _____

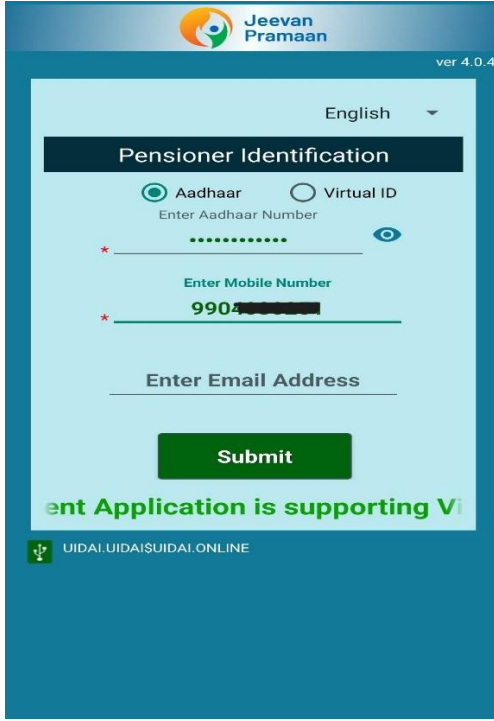
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ABOVE DECLARATION IS CORRECT.

TO BE SIGNED BY
RESPECTIVE OFFICER
OR WELL-KNOWN PERSON

SIGNATURE _____
DESIGNATION _____



STEPS FOR JEEVAN PRAMAAN APP



Jeevan Pramaan ver 4.0.4

English

Pensioner Identification

Aadhaar Virtual ID

Enter Aadhaar Number

.....

Enter Mobile Number

* 9904.....

Enter Email Address

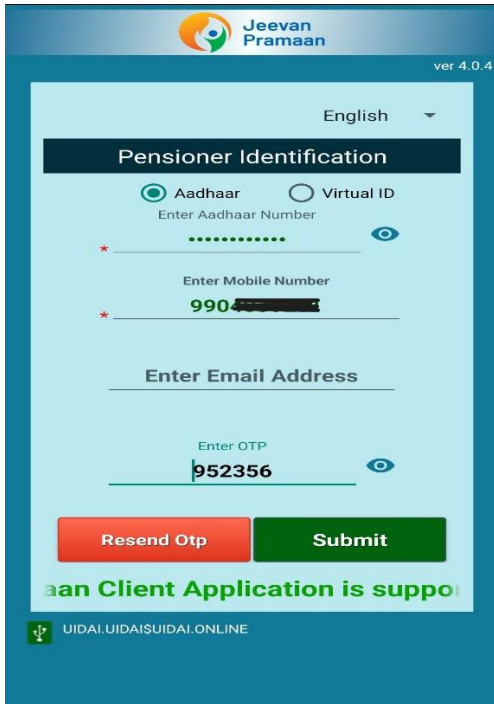
Submit

ent Application is supporting Vi

UIDAI.UIDAISUIDAI.ONLINE

STEP-1

પેન્શનર/ કુટુંબ પેન્શનરનો આધાર કાર્ડ નંબર અને મોબાઈલ નંબર નાખવાનો રહેશે.



Jeevan Pramaan ver 4.0.4

English

Pensioner Identification

Aadhaar Virtual ID

Enter Aadhaar Number

.....

Enter Mobile Number

* 9904.....

Enter Email Address

Enter OTP

952356

Resend Otp Submit


aan Client Application is suppo

UIDAI.UIDAISUIDAI.ONLINE

STEP-2

મોબાઈલ નંબર પર ઓટીપી આવશે. જે એન્ટર કરી સબમીટ કરવાનું રહેશે.



 **Jeevan Pramaan**
ver 4.0.4

Pensioner Identification

* Pensioner Name
Surbhibahen-Maheshbhai-Mendhure

*Type of Pension → **Service** ▼

*Organisation Type → **State University/...** ▼

*Sanctioning Authority → **Navsari Agricultu...** ▼

*Disbursing Agency → **Navsari Agricultu...** ▼

*Agency → **Navsari Agricultu...** ▼


* PPO Number
→ **GAU/0206**

* Account Number(Pension)
31

*Are you Re-Employed? Yes → No

*Are you Re-Married? Yes → No

End **NEXT**

 UIDAI.UIDAI\$UIDAI.ONLINE

STEP-3

- પેન્શનરનું નામમાં પેન્શનરનું નામ, પેન્શન રાઈપમાં પોતે પેન્શનર હોય તો સર્વિસ અને કુટુંબ પેન્શનર હોય તો ફેમીલી પેન્શન સીલેક્ટ કરવાનું રહેશે.


- ચિત્રમાં બતાવ્યા મુજબ ઓર્ગનાઈઝેશન સીલેક્ટ કરવાનું રહેશે.

- જીએયુનાં કર્મચારી હોય તો PPO No. GAU/0000 અથવા એનએયુ નાં કર્મચારી હોય તો NAU/0000 નાં ફોર્મેટ મુજબ એન્ટર કરવાનો રહેશે.

- પેન્શનરનો એકાઉન્ટ નંબર નાખવાનો રહેશે.

- Re-Employed- NO સીલેક્ટ કરવું.

- Re-Married-NO સીલેક્ટ કરવું.

 **Jeevan Pramaan**
ver 4.0.4

Pensioner Identification

* Pensioner Name
Surbhibahen-Maheshbhai-Mendhure

*Type of Pension → **Family** ▼

*Organisation Type **State University/...** ▼

*Sanctioning Authority **Navsari Agricultu...** ▼

*Disbursing Agency **Navsari Agricultu...** ▼

*Agency **Navsari Agricultu...** ▼


* PPO Number
→ **NAU/0206**

* Account Number(Pension)
31

*Are you Re-Employed? Yes No

*Are you Re-Married? Yes No

End **NEXT**

 UIDAI.UIDAI\$UIDAI.ONLINE



Preview of the Data Filled

Type of Pension	Family
Organisation Type	State University/ College/Educational Institutions
Sanctioning Authority	Navsari Agricultural University
Disbursing Agency	Navsari Agricultural University
Agency	Navsari Agricultural University
PPO Number	NAU/0206
Account Number(Pension)	31
Are you Re-Married?	No
Are you Re-Employed?	No

I certify that the above declarations are true and accurate.

I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me

BACK
→ SUBMIT

STEP-4

ચેક બોક્સ પર ક્લિક કરી સબમીટ કરવું.

Preview of the Data Filled

Type of Pension	Family
Organisation Type	State University/ College/Educational Institutions

i Confirm

You have Selected the following PPO Numbers for Jeevan Pramaan Generation:

1) NAU/0206

I, the holder of Aadhaar, hereby give my consent to MeitY to use my Aadhaar number, biometric etc for e-KYC with UIDAI for generation of Digital Life certificate (DLC). I also give my consent for sharing of Aadhaar number and my DLC with my Pension Disbursing Agency and Pension Sanctioning Authority for pension processing and intimation. MeitY NIC have informed me that my Biometric will not be stored shared.

END
→ SCAN

I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me

BACK
SUBMIT

STEP-5

ચેક બોક્સ પર ક્લિક કરી સ્કેન કરવું.





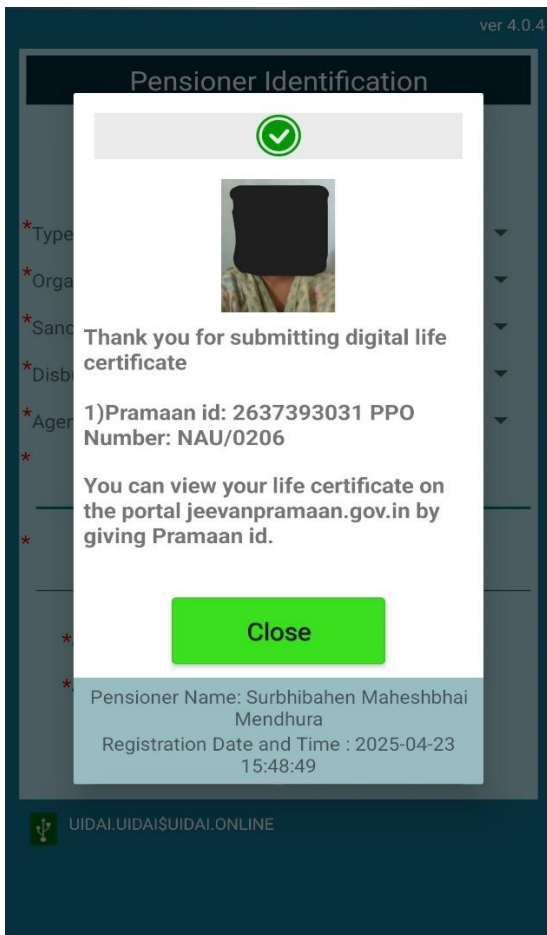
STEP-6

ફેસ સ્કેન કરવો.

STEP-7

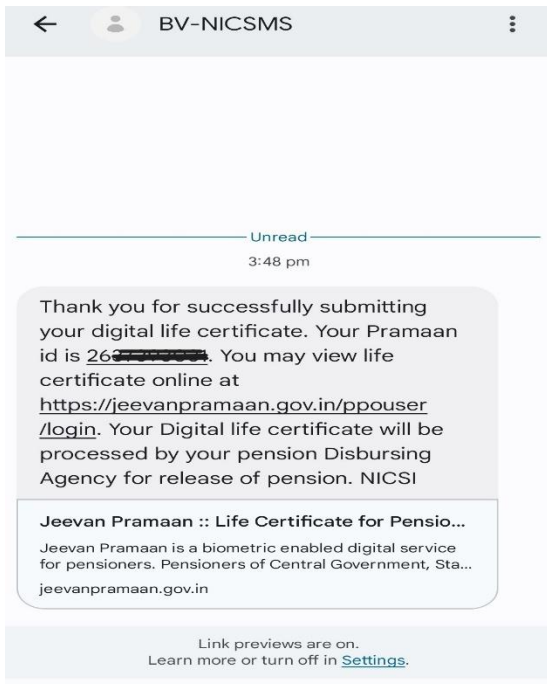
ફેસ સ્કેન થઈ ગયા બાદ કન્ફર્મેશન આવશે. જેમાં જે તમે ફક્ત એક જ પીપીઓ ધરાવતાં હોય તો NO આપી આગળ વધવું અને જે તમે બે પીપીઓ ધરાવતાં હોય એટલે કે મુખ્ય પેન્શનર તેમજ કુટુંબ પેન્શનર તરીકે તો તમારે YES સ્લીક્ટ કરી ફરીથી પ્રોસેસ કરવાની રહેશે.





STEP-8

વાઈફ સર્ટિફિકેટ સફળતાપૂર્વક સબમીટ થયા પછી આ પ્રકારનો મેસેજ જોવા મળશે.



**JEEVAN PRAMAAN APP
FOR
ANDROID MOBILE PHONES**

User-Manual

JEEVAN PRAMAN (DIGITAL LIFE CERTIFICATE) THROUGH FACE, FINGER & IRIS AUTHENTICATION

Requirement

- Android Smartphone (version 9.0 & above) (**un-rooted device**)
- Internet connection
- RAM - 4+ GB
- Storage – 64GB (Minimum 500 MB free storage space)
- Camera resolution - 5 Mp or more (In case of Face Authentication)
- For Face Authentication - AadhaarFaceRD app (No biometric device is required)
- For Finger/Iris Authentication - RD service of Biometric Device being used

Process

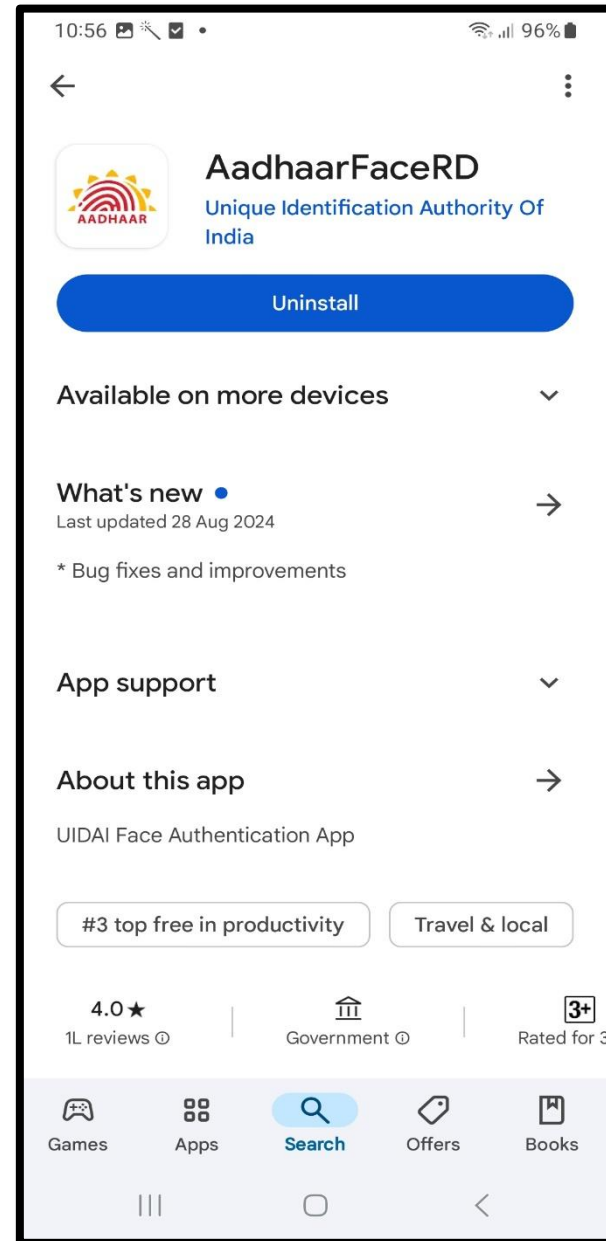
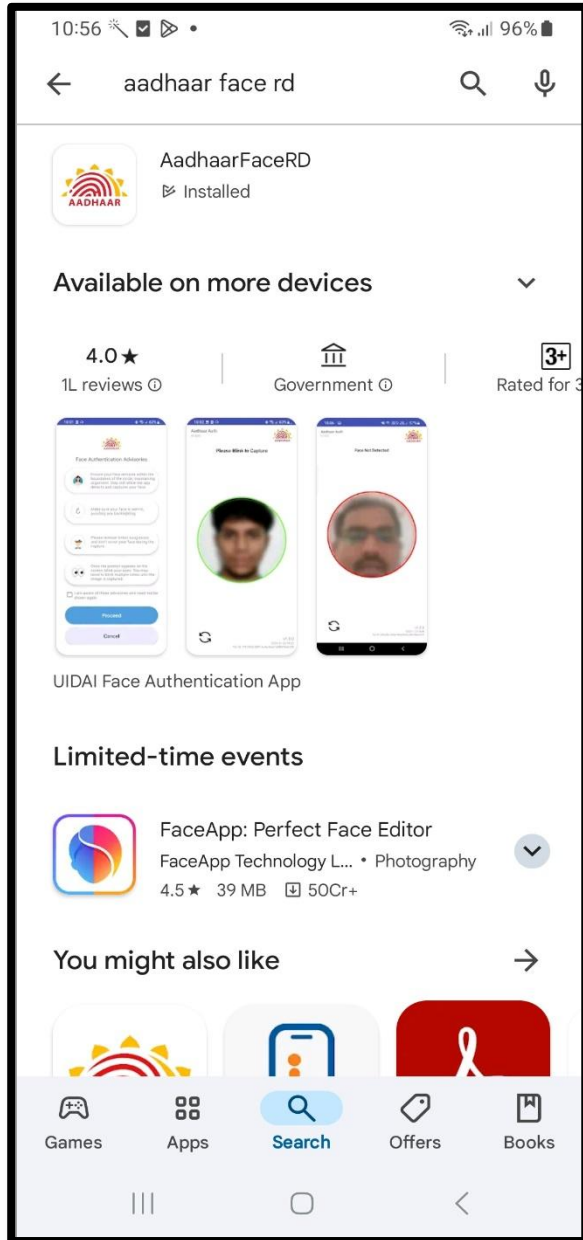
Step-1: Download and Install **AadhaarFaceRD OR RDService App of Biometric device** (if using Biometric device) from Google Play Store.(Refer to page number 3 & 5)

Step-2: Download and Install **Jeevan Pramaan Application**. (Refer to page number 6)

Step-3: Operator Authentication - This is a one time process. Pensioner can be the Operator as well. (Refer to page number 10)

Step-4: Pensioner Authentication - Fill in the pensioner details and Aadhaar based Biometric Authentication of Pensioner. (Refer to page number 18)

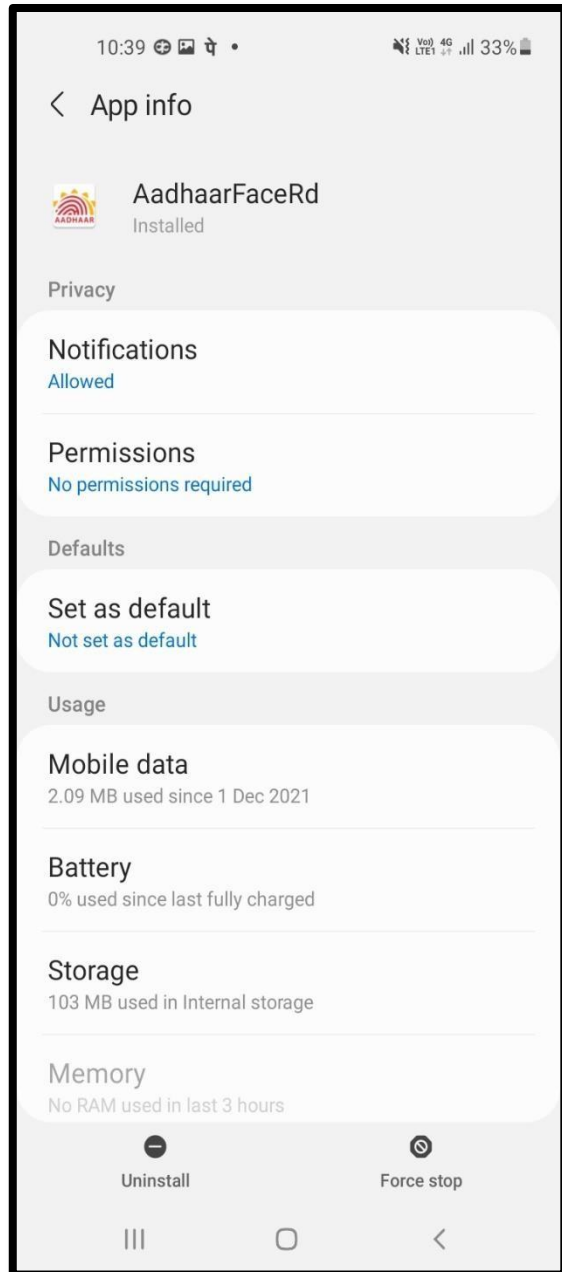
Step-1: Download and Install AadhaarFaceRD App from Google Play Store



- Open Google Play Store, search for "AadhaarFaceRD"
- Install the AadhaarFaceRD.

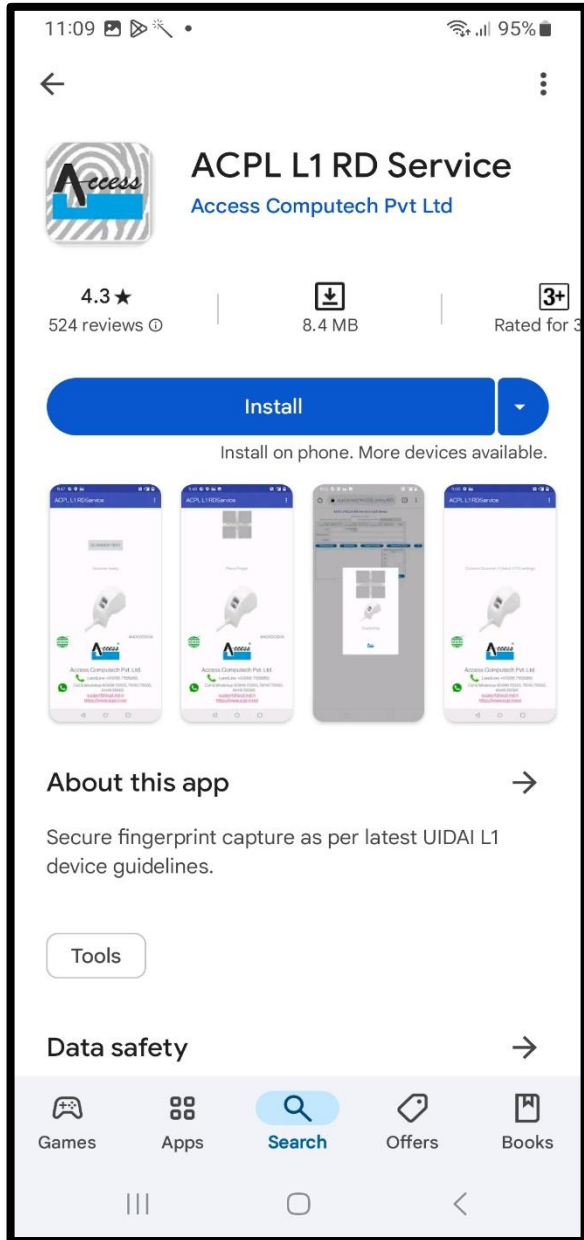


Step-1: Download and Install AadhaarFaceRd App from Google Play Store



- The *AadhaarFaceRd* is not shown like other apps and has no icon.
- The App is visible in Settings → App Info, as shown in the image.

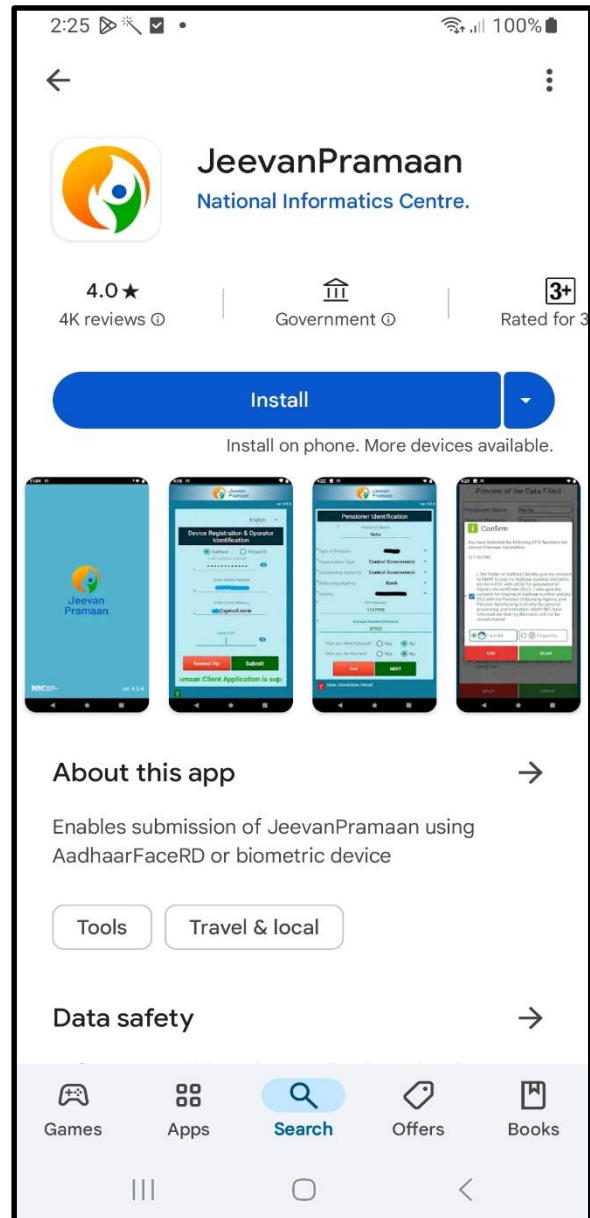
Step-1: Download and Install **Finger** or **IRIS RDSERVICE** App from Google Play Store



❑ Open Google Play Store, search for RD Service of biometric device that you are using, and install the same.



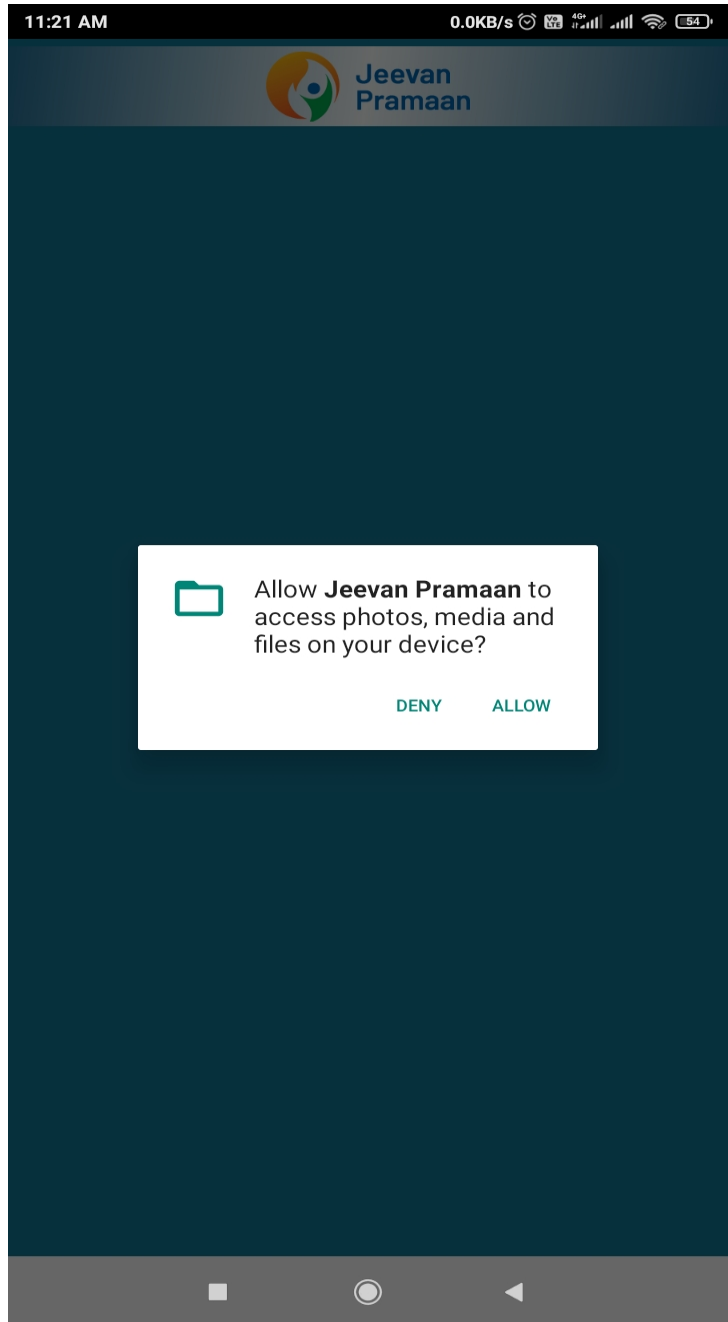
Step-2: Download Jeevan Pramaan Application



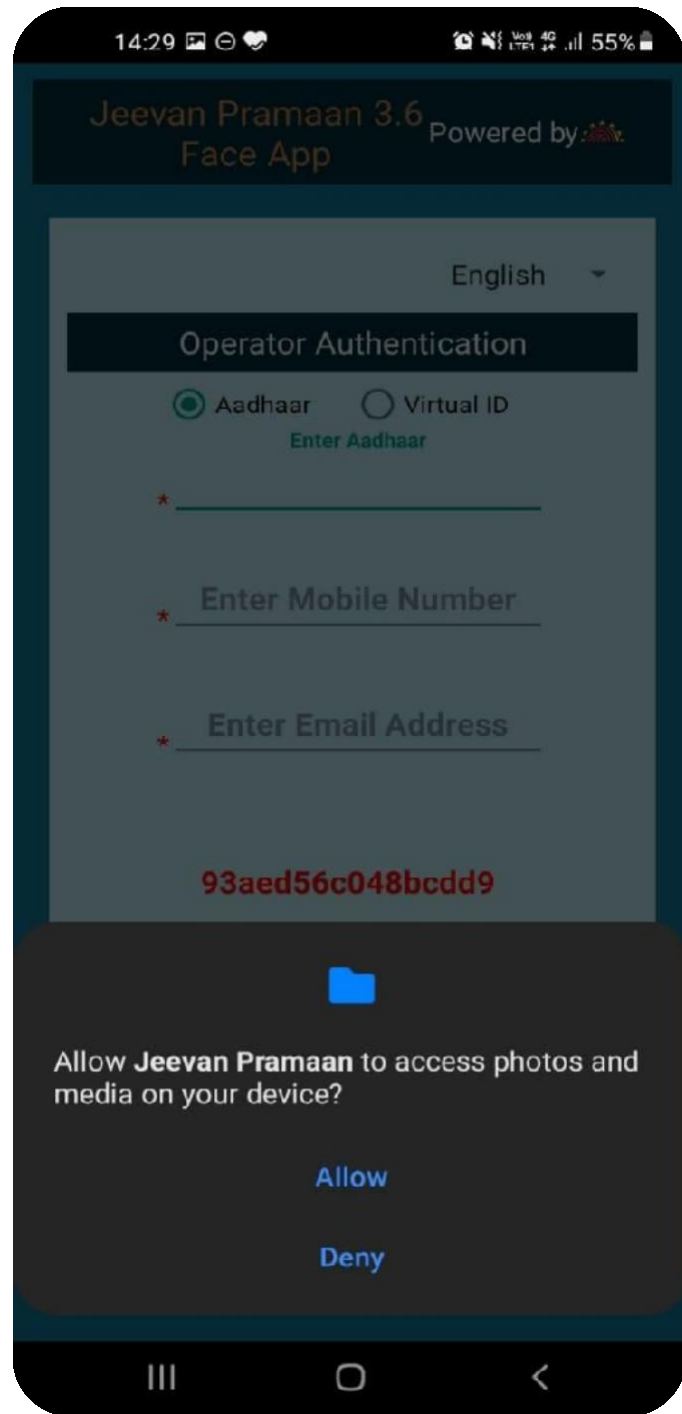
- Open Google Play Store, search for *Jeevan Pramaan*. Install the application.
- Screen shot for reference is shown



- After you have successfully installed the Jeevan Pramaan Application, run the application.
- The screen as shown on the left appears.



- A pop-up will appear asking for permissions.
- You need to allow the permissions in order to run the application. Click on 'Allow' to proceed further.



Next another pop-up will appear asking for more permissions. Click on *Allow*.

Step-3: Device Registration & Operator Identification (one time process)

2:33 100%

Jeevan Pramaan ver 4.0.4

English

Device Registration & Operator Identification

Aadhaar Virtual ID

Enter Aadhaar Number

* _____

* Enter Mobile Number

* Enter Email Address

Submit

Registration is supporting Virtual ID.



- Next the 'Device Registration & Operator Identification' screen appears. This is a one time process. Any person can act as an operator. The pensioner can also act as an operator.
- The operator needs to enter his/her Aadhaar number, mobile number and e-mail address and click on *submit*
- The mobile number need not be linked with Aadhaar**, you can enter any mobile number but make sure you have it as you will receive an OTP on the mobile and email-id provided

Step-3: Device Registration & Operator Identification (one time process)

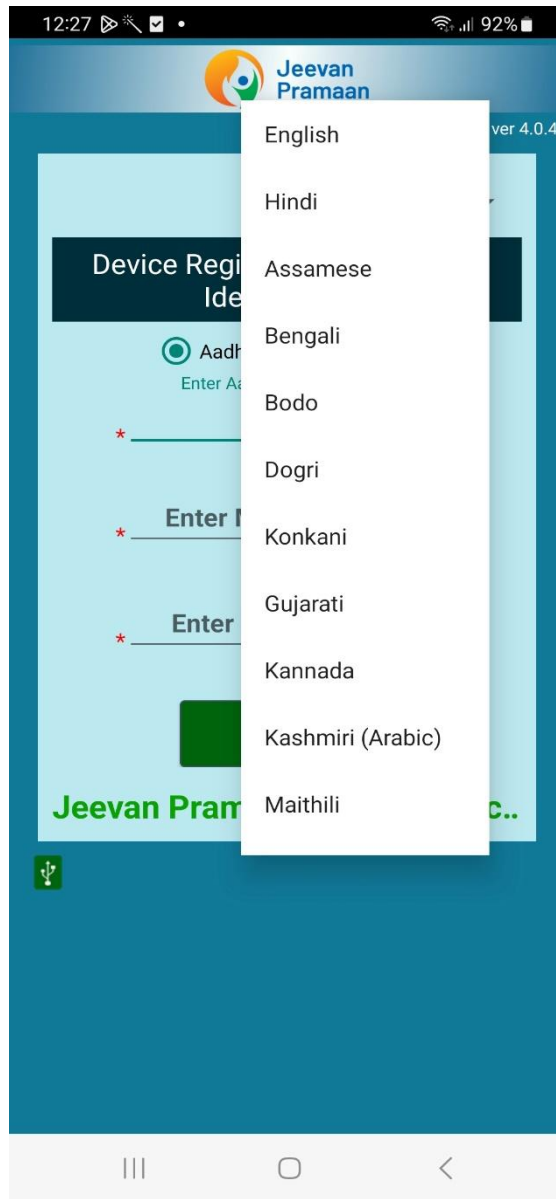


Fig. 1

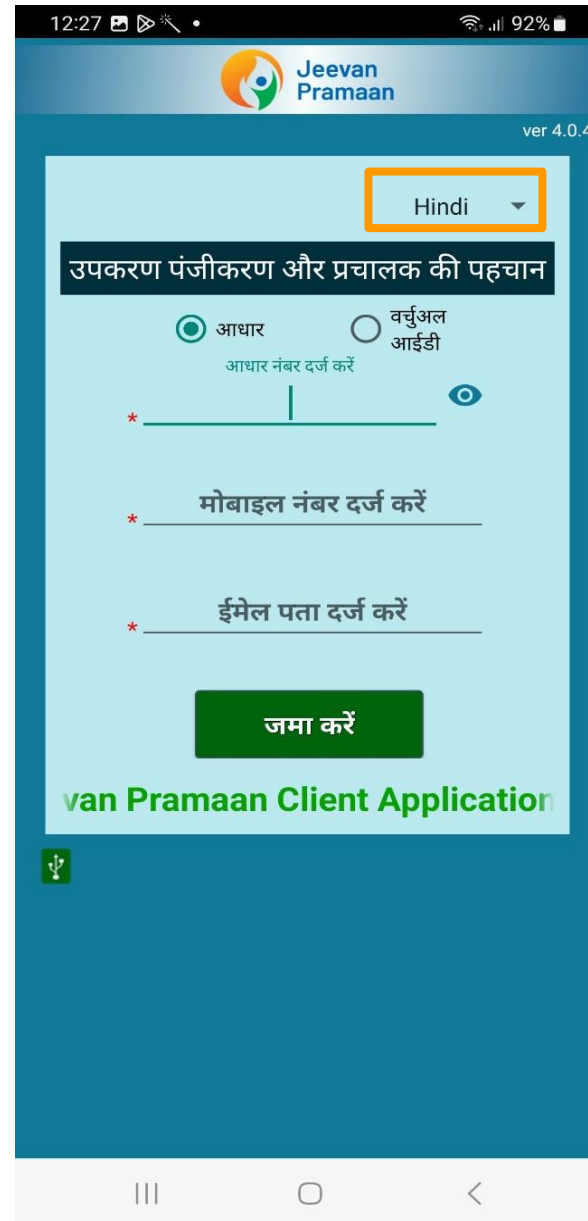


Fig. 2

- ❑ The application is multilingual - you can select any of the language from the dropdown at the top right corner (marked in orange box in Fig. 2)
- ❑ Fig. 2 shows how the application looks like in Hindi language

Step-3: Device Registration & Operator Identification (one time process)

The screenshot shows the 'Device Registration & Operator Identification' screen in the Jeevan Pramaan app. At the top, there is a language selector set to 'English'. Below the title, there are two radio buttons: 'Aadhaar' (selected) and 'Virtual ID'. The form contains four input fields, each with a red asterisk on the left and a toggle icon on the right: 'Enter Aadhaar Number' (with a green dotted mask), 'Enter Mobile Number' (with a green masked number), 'Enter Email Address' (with the text 'mohit.aaa@nic.in'), and 'Enter OTP'. At the bottom of the form, there are two buttons: a red 'Resend Otp' button and a green 'Submit' button. A green banner at the bottom of the screen reads 'Client Application is supporti'. The app's status bar at the top shows the time as 12:28 and battery at 92%.



After the Operator has entered the details, he/she will receive an OTP on entered mobile number as well as email.

Enter any one of the OTP received and then click on *Submit* button.

(In case OTP is not received click on *Resend OTP* button)

Step-3: Device Registration & Operator Identification (one time process)

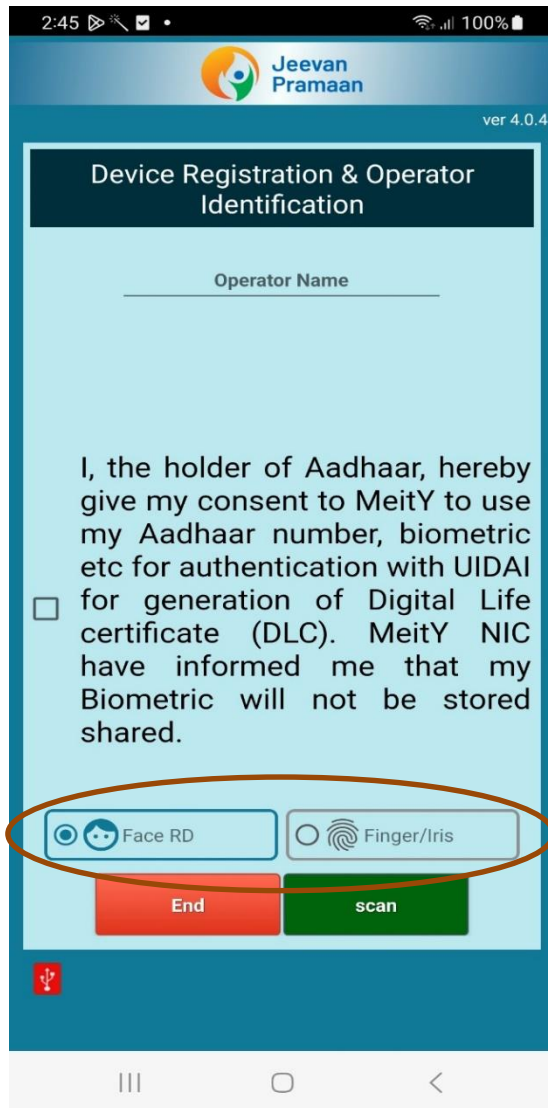


Fig. 1

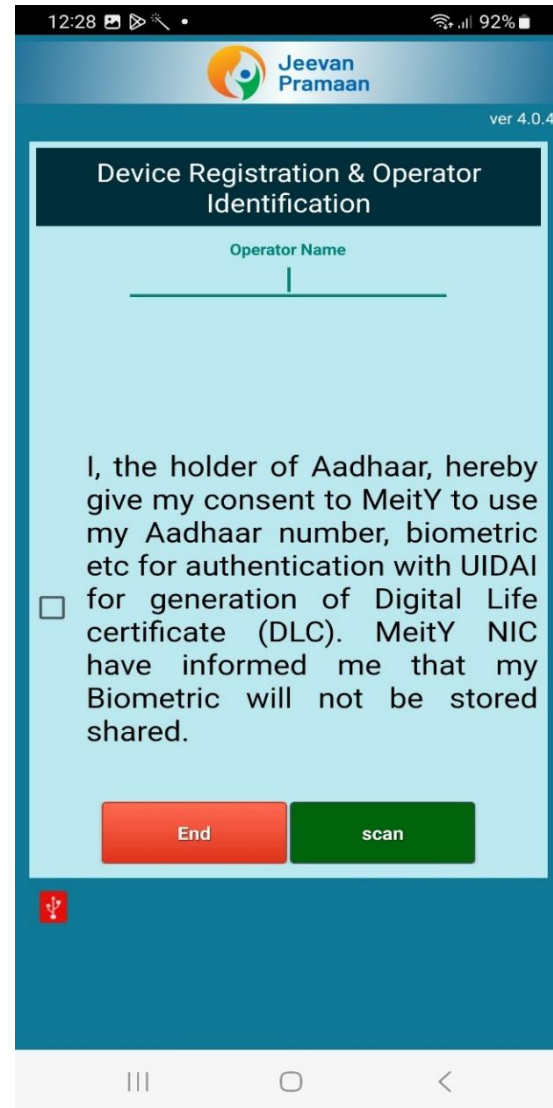



Fig. 2







- After successful OTP Validation the screen shown on left will appear.
- The Operator needs to enter name and give consent for authentication by clicking on the checkbox.
- If both face and biometric RdService is installed and biometric device is connected then user will get two options to select from - Face RD & Finger/Iris as shown in Fig.1 Choose the desired option.
- If multiple RdService are not installed then application will not show any option and proceeds with available installed RdService (Fig. 2)
- Click on *Scan* button to proceed for scan.

Step-3: Device Registration & Operator Identification (Registration Using Face)

2:56 99%



Face Authentication Advisories

-  Ensure your face remains within the boundaries of the circle, maintaining alignment. Stay still while the app detects and captures your face.
-  Make sure your face is well-lit, avoiding any backlighting.
-  Please remove tinted sunglasses and don't cover your face during the capture.
-  Once the prompt appears on the screen, blink your eyes. You may need to blink multiple times until the image is captured.

I am aware of these advisories and need not be shown again.

Proceed

Cancel

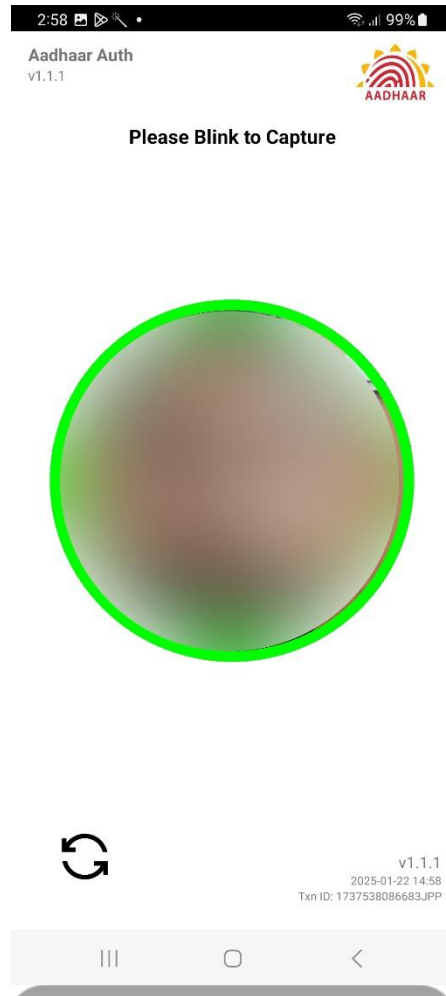
||| ○ <



Registration Using Face Authentication

- The screen shows the instructions for face authentication.
- Read the instructions carefully, click on the check box and then click on *Proceed*.

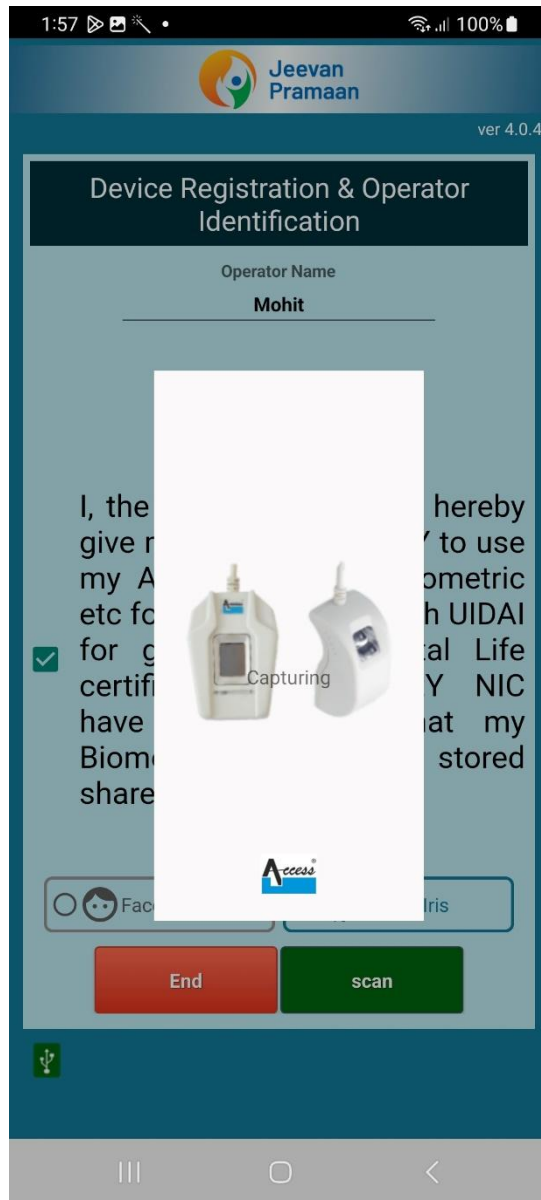
Step-3: Device Registration & Operator Identification (Registration Using Face)



Registration Using Face Authentication

- You can use the front or rear camera to capture the face.
- The screen shows the instructions you need to follow while scanning. Face should be within the circle and blink your eyes.
- Follow the instructions that appear on the screen to successfully complete the face authentication process.

Step-3: Device Registration & Operator Identification (Registration Using Biometric device)



Registration Using Biometric device

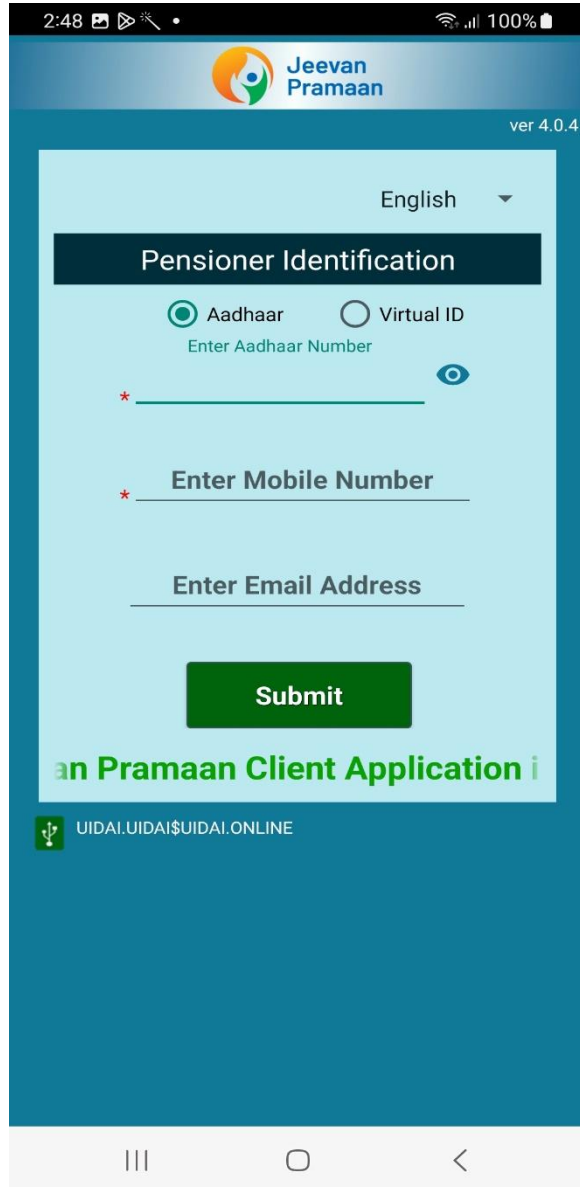
- Place your finger on the biometric device to scan finger print. (or in case using Iris device scan your eye)

Step-3: Device Registration & Operator Identification (one time process)



After you have successfully authenticated yourself through face, finger or iris scan, the application restarts itself and a toast is shown “Operator Authentication Successful” which implies that the ‘Device Registration & Operator Identification’ is successfully completed.

Step-4: Pensioner Identification



The screenshot shows the 'Pensioner Identification' screen of the Jeevan Pramaan application. At the top, the Jeevan Pramaan logo and version 'ver 4.0.4' are visible. Below the logo, there is a language dropdown menu set to 'English'. The main heading is 'Pensioner Identification'. There are two radio buttons: 'Aadhaar' (selected) and 'Virtual ID'. Below the radio buttons, there is a text input field for 'Enter Aadhaar Number' with a red asterisk on the left and an eye icon on the right. Below that is another text input field for 'Enter Mobile Number' with a red asterisk on the left. Below that is a text input field for 'Enter Email Address'. At the bottom of the form is a green 'Submit' button. At the very bottom of the screen, there is a footer with the text 'an Pramaan Client Application i' and a small icon.



- Next the Pensioner Identification screen will open. Now whenever you run the application the Pensioner Identification screen will open.
- The pensioner should enter his/her Aadhaar number and mobile number. The email address is optional.
- Next click on the *submit* button you will receive an OTP on the entered mobile number and email (only if the user has provided email)

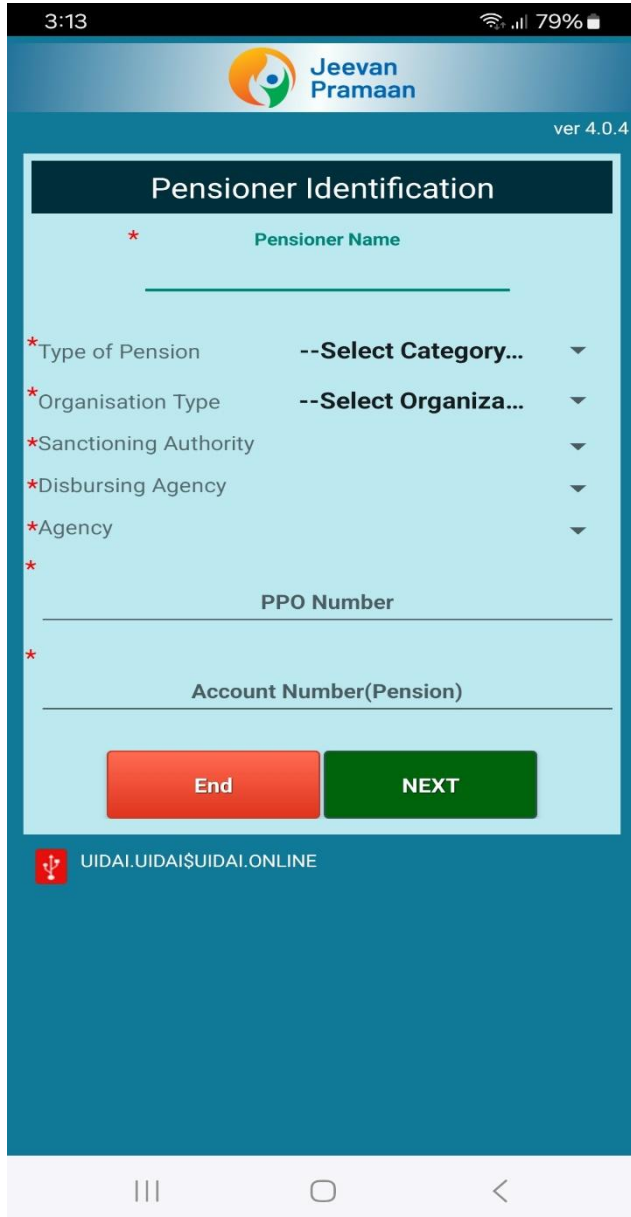
Step-4: Pensioner Identification

The screenshot shows the 'Pensioner Identification' screen in the Jeevan Pramaan app. At the top, there's a header with the Jeevan Pramaan logo and 'ver 4.0.4'. Below the header, there's a language selector set to 'English'. The main form area has a title 'Pensioner Identification' and two radio buttons: 'Aadhaar' (selected) and 'Virtual ID'. Below these are four input fields: 'Enter Aadhaar Number' (with a red asterisk and a toggle icon), 'Enter Mobile Number' (with a red asterisk and a blurred number '9048322323'), 'Enter Email Address' (with a blurred email 'mohit.aaa@gmail.com'), and 'Enter OTP' (with a toggle icon). At the bottom of the form are two buttons: 'Resend Otp' (red) and 'Submit' (green). The footer contains the text 'in Pramaan Client Application is' and 'UIDAI.UIDAI\$UIDAI.ONLINE'.



- Enter the OTP received and click on *Submit* button to proceed further.
(If OTP is not received, please click on *Resend OTP*)

Step-4: Pensioner Identification



3:13 79%

Jeevan Pramaan ver 4.0.4

Pensioner Identification

* Pensioner Name

*Type of Pension --Select Category... ▾

*Organisation Type --Select Organiza... ▾

*Sanctioning Authority ▾

*Disbursing Agency ▾

*Agency ▾

* PPO Number

* Account Number(Pension)

End NEXT

UIDAI.UIDAI\$UIDAI.ONLINE



- After successful OTP Validation the screen shown on left appears. The screen will be either blank or will have prefilled details as shown in the next page.
- Enter all the details correctly, incorrect information will lead to rejection of Jeevan Pramaan by the Pension Disbursing agency.

Step-4: Pensioner Identification

The screenshot shows the 'Pensioner Identification' screen. At the top, there is a header with the 'Jeevan Pramaan' logo and version 'ver 4.0.4'. Below the header, a dark blue bar contains the title 'Pensioner Identification'. A white dropdown menu is open, displaying the text 'Choose your ppo no. from here' and a list of PPO numbers: 1234567890, 667676, 677788778, and HSJS562(73)74/7-99_5373. Below the dropdown, there is a radio button option 'Add new pension ppo not in list for yourself'. The form contains several fields with red asterisks indicating required information: 'Organisation Type' (State Governmen...), 'Sanctioning Authority' (State Governmen...), 'Disbursing Agency' (Uttarakhand Tre...), and 'Treasury/Sub Treasury' (Delhi - Pay and A...). Below these are fields for 'PPO Number' (1234567890) and 'Account Number(Pension)' (648393939393). At the bottom, there are two radio button questions: '*Are you Re-Employed?' (Yes/No) and '*Are you Re-Married?' (Yes/No). Two buttons, 'End' (red) and 'NEXT' (green), are at the bottom. The status bar at the very bottom shows 'UIDAI.UIDAI\$UIDAI.ONLINE'.

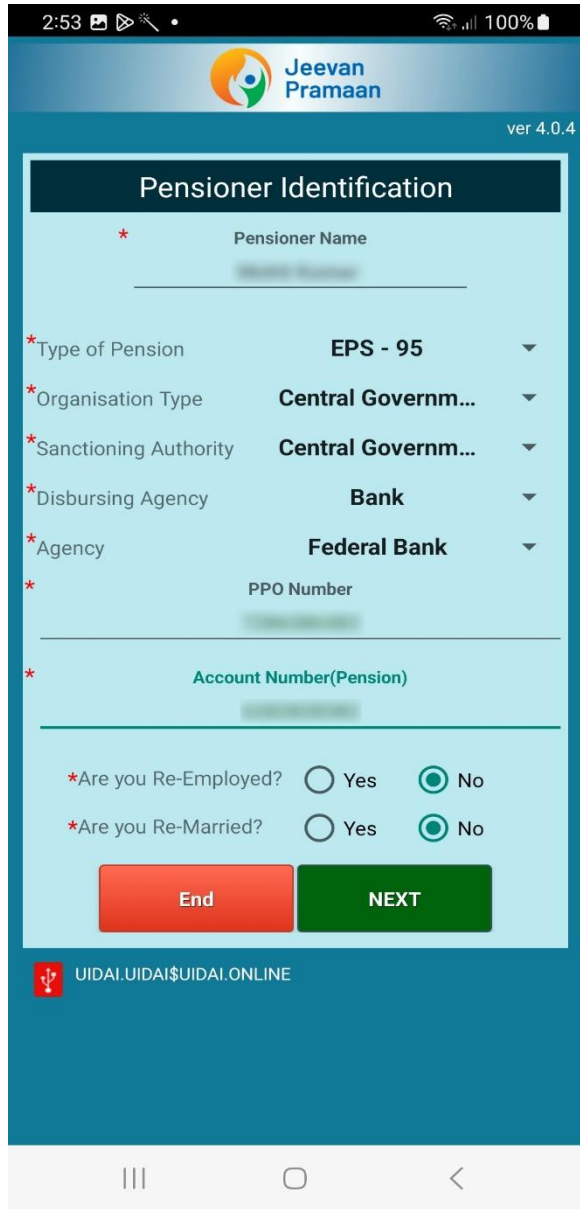
Fig. 1

The screenshot shows the 'Pensioner Identification' screen with pre-filled details. The header and title are the same as in Fig. 1. The dropdown menu is closed, showing 'Add new pension ppo...' with a downward arrow. The 'Pensioner Name' field is filled with 'Mohit Kumar'. The 'Type of Pension' field is '--Select Category...', 'Organisation Type' is '--Select Organiza...', 'Sanctioning Authority' is '--Select Authorit...', 'Disbursing Agency' is '--Select Disbursi...', and 'Treasury/Sub Treasury' is '--Select Agency--'. The 'PPO Number' and 'Account Number(Pension)' fields are empty. At the bottom, the 'End' (red) and 'NEXT' (green) buttons are visible. The status bar at the very bottom shows 'UIDAI.UIDAI\$UIDAI.ONLINE'.

Fig. 2

- In case you get the screen with prefilled details, Select the desired PPO No. from the dropdown(fig.1), or if your required PPO No. is not appearing in list select '*Add new pension PPO not in List for yourself*'
- In case user selects a PPO No. from the list, he/she can modify all the details except PPO No.
- In case you select '*Add new pension PPO not in List for yourself*' the non-filled pensioner authentication screen (fig. 2) is displayed and user is required to fill all the details.

Step-4: Pensioner Identification



The screenshot shows the 'Pensioner Identification' screen of the Jeevan Pramaan app. The form includes the following fields and options:

- Pensioner Name:** A text input field with a red asterisk indicating it is required.
- Type of Pension:** A dropdown menu with 'EPS - 95' selected.
- Organisation Type:** A dropdown menu with 'Central Governm...' selected.
- Sanctioning Authority:** A dropdown menu with 'Central Governm...' selected.
- Disbursing Agency:** A dropdown menu with 'Bank' selected.
- Agency:** A dropdown menu with 'Federal Bank' selected.
- PPO Number:** A text input field with a red asterisk.
- Account Number(Pension):** A text input field with a red asterisk.
- Are you Re-Employed?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Are you Re-Married?:** Radio buttons for 'Yes' and 'No', with 'No' selected.

At the bottom of the form, there are two buttons: a red 'End' button and a green 'NEXT' button. The app's status bar at the top shows the time as 2:53 and 100% battery. The bottom navigation bar shows the standard Android icons.



After entering all the details click on *Next* button to proceed further.

Step-4: Pensioner Identification

2:50 100%

Preview of the Data Filled

Pensioner Name	[Blurred]
Type of Pension	EPS - 95
Organisation Type	Central Government
Sanctioning Authority	Central Government
Disbursing Agency	Bank
Agency	Federal Bank
PPO Number	[Blurred]
Account Number(Pension)	[Blurred]
Are you Re-Married?	No
Are you Re-Employed?	No

* I certify that the above declarations are true and accurate.

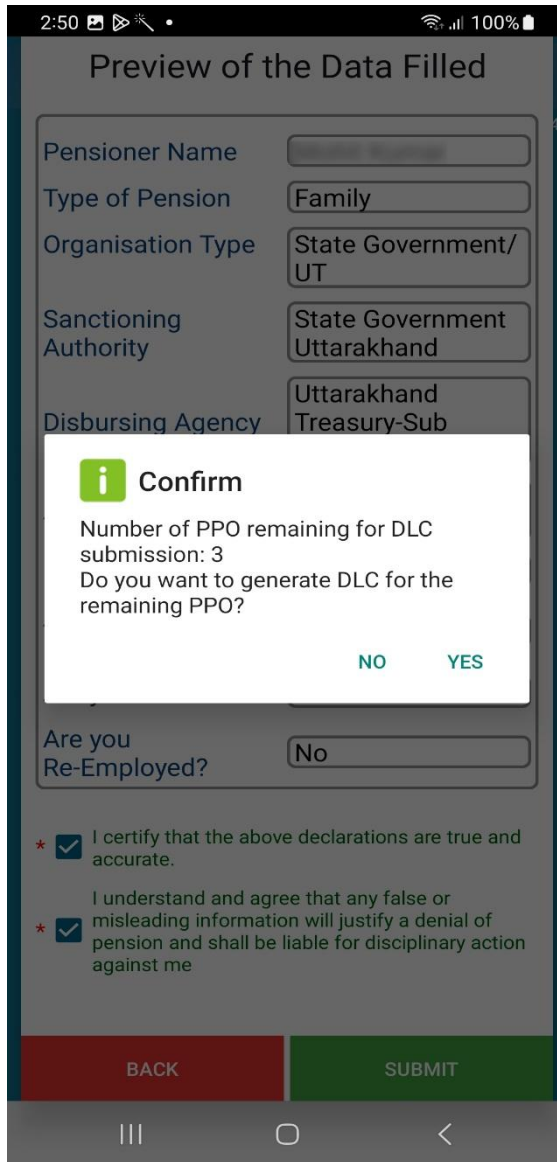
* I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me

BACK SUBMIT



- After you click on *Next* button, the preview screen appears as shown in figure on the left.
- The pensioner can preview the data that he/she has filled.
- In case any information entered is incorrect then user can click on *Back* button and edit the data in previous screen.
- If all the data entered is correct then user needs to check on both the check boxes and click on *Submit* button to move forward.

Step-4: Pensioner Identification



2:50 100%

Preview of the Data Filled

Pensioner Name: [Redacted]
Type of Pension: Family
Organisation Type: State Government/UT
Sanctioning Authority: State Government Uttarakhand
Disbursing Agency: Uttarakhand Treasury-Sub

Confirm

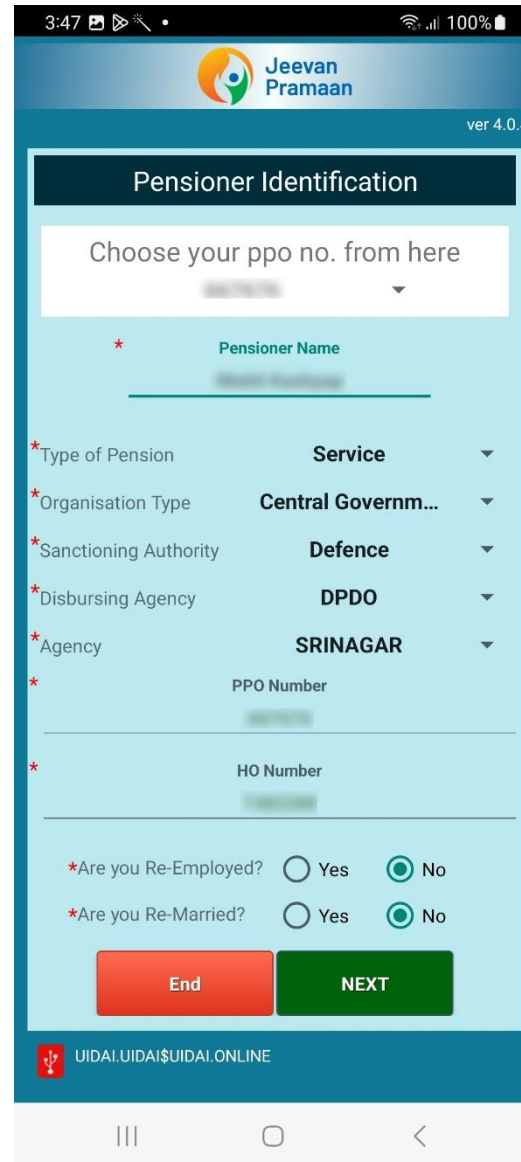
Number of PPO remaining for DLC submission: 3
Do you want to generate DLC for the remaining PPO?

NO YES

Are you Re-Employed? No

I certify that the above declarations are true and accurate.
I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me

BACK SUBMIT



3:47 100%

Jeevan Pramaan ver 4.0.4

Pensioner Identification

Choose your ppo no. from here

* Pensioner Name: [Redacted]

* Type of Pension: Service
* Organisation Type: Central Governm...
* Sanctioning Authority: Defence
* Disbursing Agency: DPDO
* Agency: SRINAGAR

* PPO Number: [Redacted]
* HO Number: [Redacted]

* Are you Re-Employed? Yes No
* Are you Re-Married? Yes No

End NEXT

UIDAI. UIDAI\$UIDAI.ONLINE



- ❑ After you click on **Submit** button a pop-up will appear as shown in figure on the left.
- ❑ The pop-up asks the pensioner whether he/she wants to generate DLC for the remaining PPO number's apart from the one which has already been entered. Click on **Yes** if you wish to do so, else click on **NO**.
- ❑ In case user clicks on **YES** the user will be redirected to the pensioner details screen (page. 21-fig. 1) and the pensioner is required to select from the remaining PPO numbers from the dropdown that he/she wants to add and repeat the process from page 21 onwards.

Step-4: Pensioner Identification

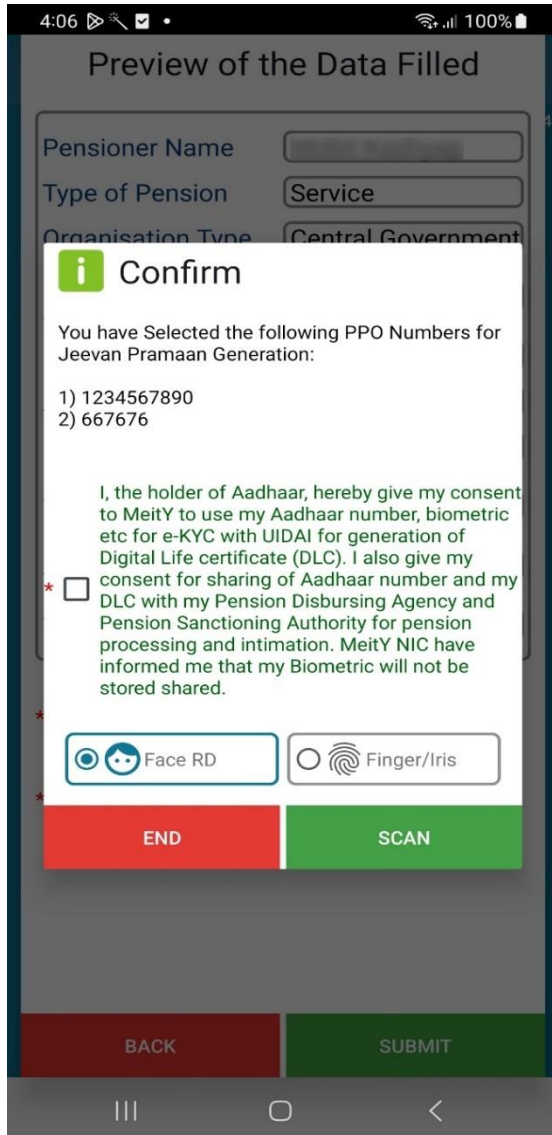


Fig. 1

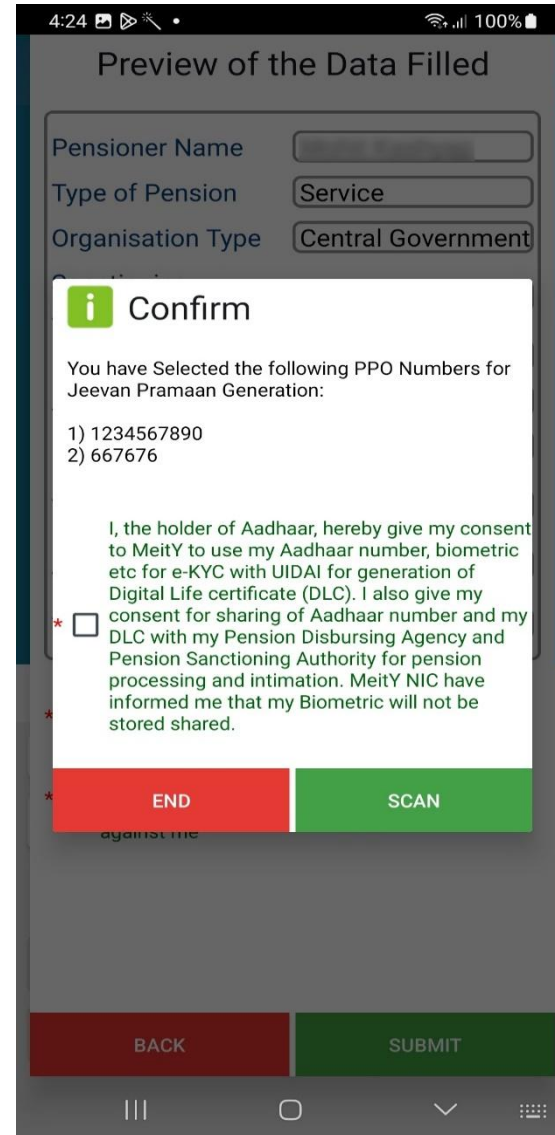
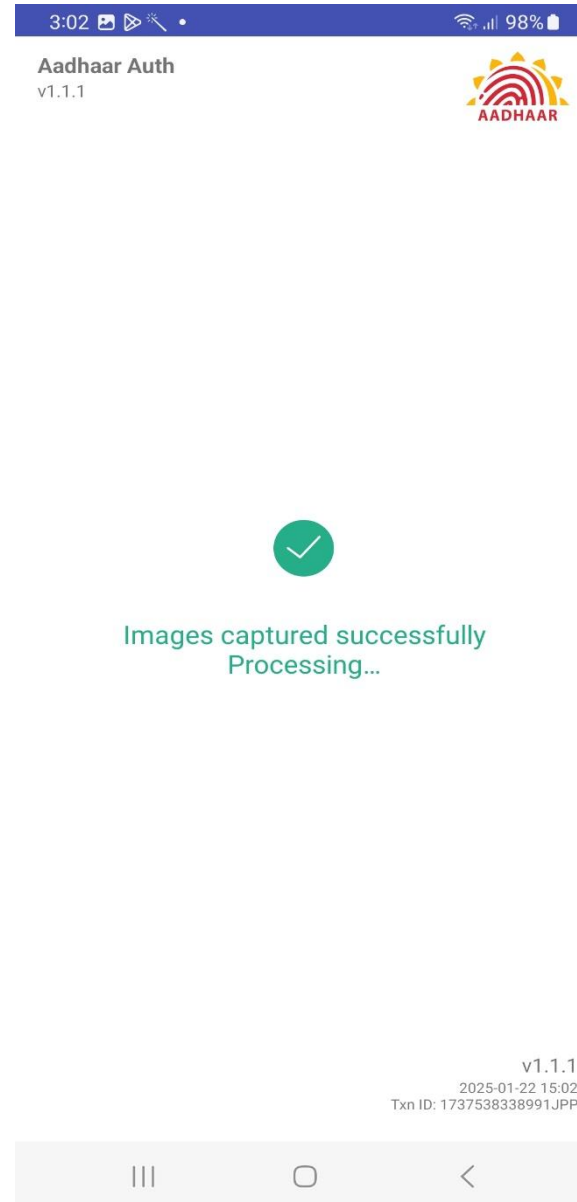


Fig. 2



- On selecting 'NO' in previous screen new pop-up will appear as shown in fig.1, in case both Face and Biometric RdServices is installed then user has to select either FaceRD or Finger/Iris.
- If user has installed only one RdService pop-up will appear as shown in fig.2.
- This pop-up shows all the PPO numbers selected by the pensioner for DLC (Digital Life Certificate) Jeevan Pramaan generation. The pensioner needs to tick the *checkbox* in order to give consent.
- Click on *SCAN* button to proceed further.

Step-4: Pensioner Identification (Using Face)



- In case user has selected face scan option or has only face RdService installed the user is required to scan his/her face.
- The screen shows the instructions you need to follow, when scanning face. Refer to page no. 15

Step-4: Pensioner Identification (Using Biometric Device)

4:56 97%

Preview of the Data Filled

Pensioner Name

Type of Pension

Organisation Type

i Confirm

You have S...bers for
Jeevan Pra...

1) 1234567
2) 667676

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Capturing

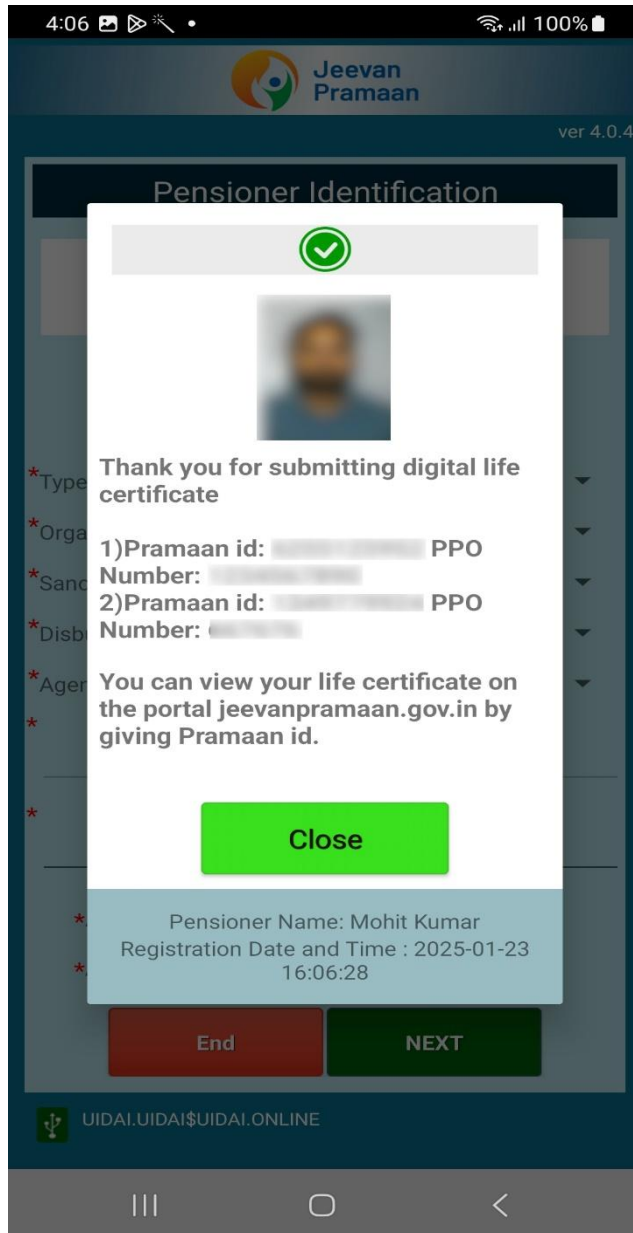
Access

BACK SUBMIT



Place your finger on the fingerprint biometric device to scan finger (or if using Iris device scan your eyes)

Step-4: Pensioner Authentication



- ❑ Once face, finger or iris authentication is successful, the DLC i.e Jeevan Pramaan is successfully generated and appears on the screen as shown.
- ❑ The screen shows the Pramaan-id for each PPO number.
- ❑ The pensioner shall also receive a SMS on the mobile number provided during pensioner identification, the SMS contains the Pramaan-id and the link from which the DLC can be downloaded.
- ❑ There is no need to physically submit the Digital Life Certificate to the Pension Disbursing Agency as it is automatically forwarded to the Pension Disbursing Agency mentioned by the pensioner in the Pensioner Identification Screen.

Step-4: Pensioner Identification

The screenshot shows the Jeevan Pramaan mobile application interface. At the top, the status bar displays the time 10:42, signal strength, VoLTE, and 69% battery. The app header includes the Jeevan Pramaan logo and version 4.0.4. A dropdown menu for PPO number is set to 1122333. The Pensioner Name is Anita. A white confirmation pop-up is displayed in the center, containing the following text: "Confirm", "You have submitted Digital Life Certificate(DLC) for the following PPO Number:", "1) 0612207715", "2) 1122333", and "Do you want to submit Digital Life Certificate(DLC) for ppo number other than above?". At the bottom of the pop-up are "NO" and "YES" buttons. Below the pop-up, there are radio button questions: "Are you Re-Employed?" (Yes/No) and "Are you Re-Married?" (Yes/No). At the bottom of the screen are "End" and "NEXT" buttons. The footer shows the URL UIDAI.UIDAI\$UIDAI.ONLINE.



- After successful generation of DLC, when pensioner clicks on the close button the pop-up shown on left appears.
- The pop-up asks the pensioner whether he/she wants to submit DLC for any other pension/PPO number apart from the ones listed. If the pensioner wishes to do so click on **YES** else click on **NO**.
- In case the pensioner clicks on **YES**, you need to repeat the steps from page 20 onwards
- In case the pensioner clicks on **NO**, the application closes.

Best Practices for Aadhaar based Face Scan

For proper results ensure:

- 1. Position:** For capturing facial image, it is advisable that adjust the camera at the right distance or in the right posture with face.
2. Frontal pose needs to be captured i.e. no head rotation or tilt. The Pensioner should be instructed to be seated properly with their back upright and their face towards the camera.
3. It is strongly recommended that the face should be captured with neutral (non-smiling) expression, teeth closed, and both eyes open and looking into the camera.
- 4. Illumination:** Poor illumination has a high impact on the performance of face recognition. Proper and equally distributed lighting mechanism should be used such that there are no shadows over the face, no shadows in eye sockets, No light exactly above the ,can cause shadows. Light should be diffused and placed in front of the Pensioner so that there are no shadows under the eye.
- 5. Eye Glasses:** If the person normally wears glasses, it is recommended that the photograph be taken with glasses. However, the glasses should be clear and transparent. Dark glasses /tinted glasses should be taken off before taking the photograph.

Some of the actionable feedbacks in software are:

1. No face Found
2. Enrolee too far
3. Pose (Look Straight)
4. Insufficient lighting
5. Very low face confidence
6. Non-uniform lighting (of face in output image)
7. Incorrect background (in output image)
8. Insufficient lighting (bad grey values in face area of output image)

JEEVANPRAMAAN FACE-APP FOR

iOS MOBILE PHONES

User-Manual

JEEVAN PRAMAN (LIFE CERTIFICATE) - THROUGH FACE AUTHENTICATION Using iPhone

Steps

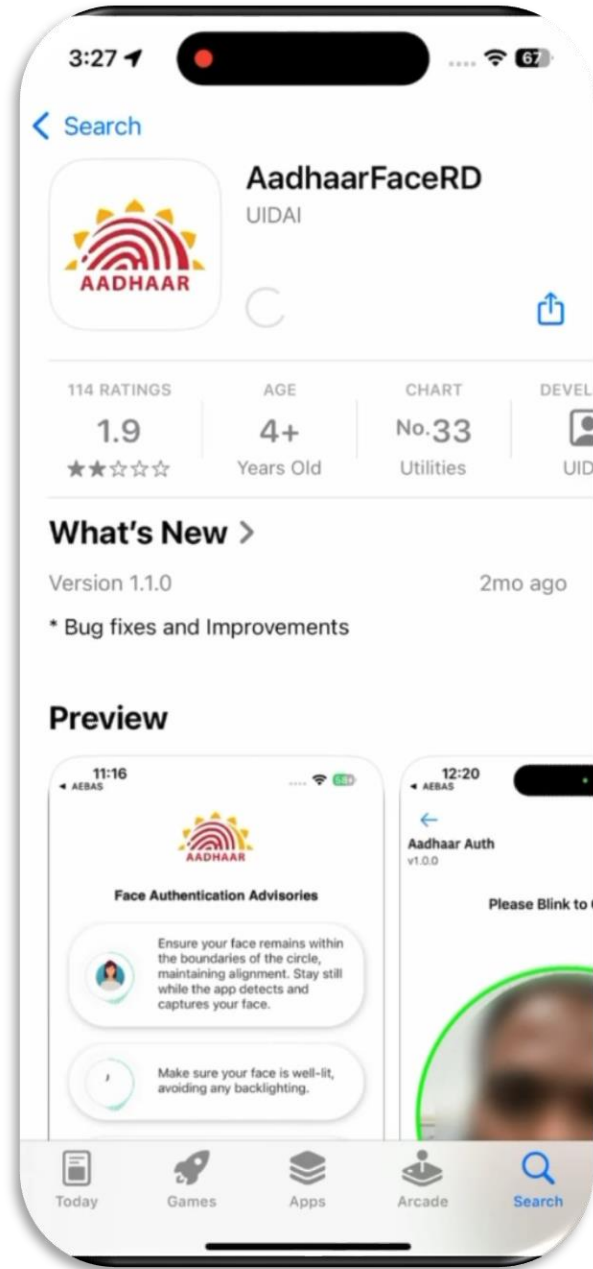
Step-1: Download and Install [AadhaarFaceRD](#) App from App Store.

Step-2: Download and Install [Jeevan Pramaan Face Application](#).

Step-3: [Operator Authentication](#): This is a one time process. Pensioner can be the Operator as well.

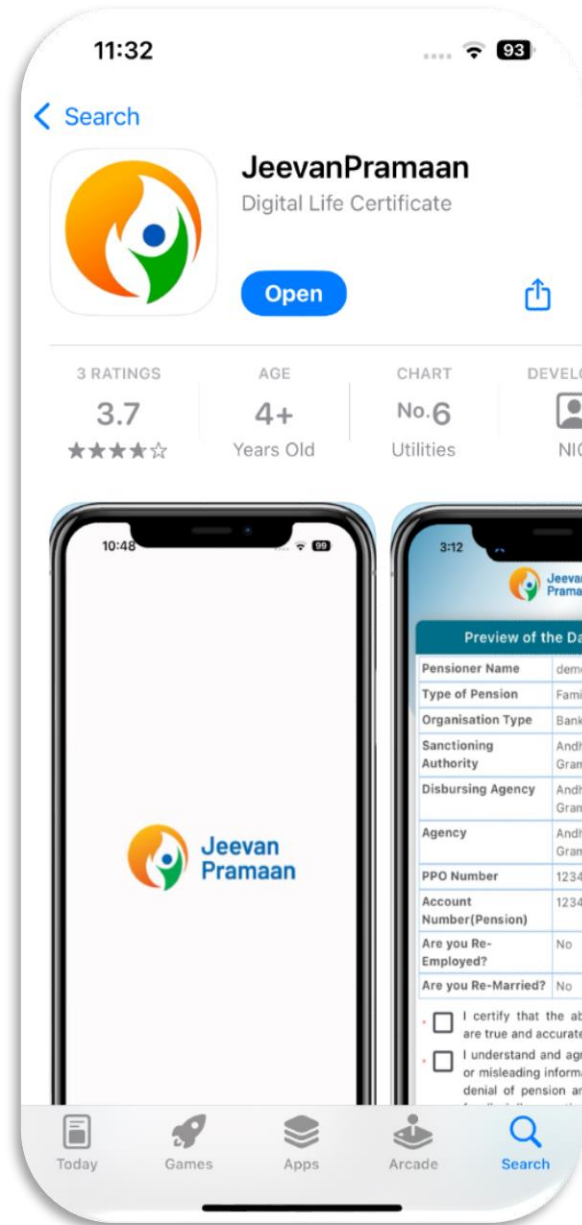
Step-4: [Pensioner Authentication](#): Fill in the pensioner details and Aadhaar based Face Authentication of Pensioner.

Step-1: Download and Install AadhaarFaceRd App from App Store



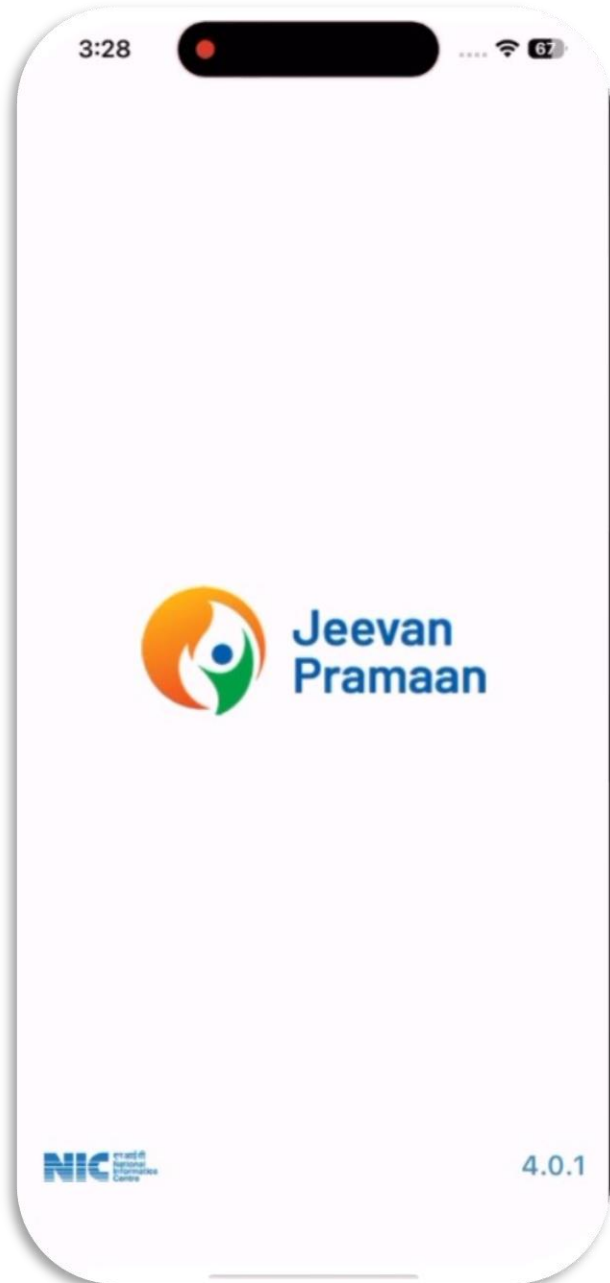
- Open App Store, search for “aadhaarfacerd”.
- Install the AadhaarFaceRd.

Step-2: Download Jeevan Pramaan Application



Open App Store, Search for *JeevanPramaan Face App*. Install the application

Step-2: Download Jeevan Pramaan Application



- After you have successfully installed the Jeevan Pramaan Face Application, run the application.
- The screen as shown on the left appears.

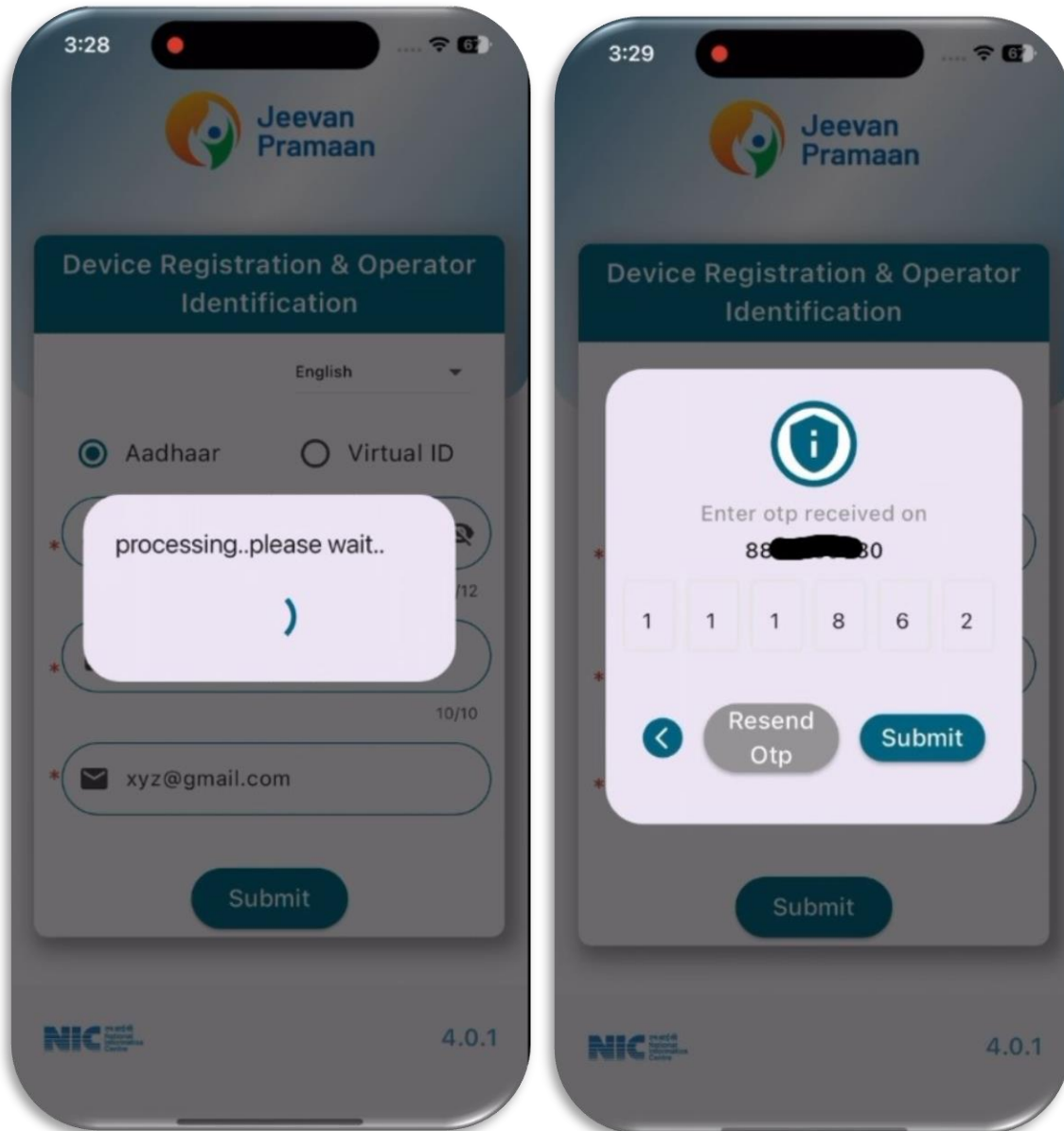
Step-3: Operator Authentication (this is a one time process)

The screenshot shows the 'Device Registration & Operator Identification' screen in the Jeevan Pramaan app. At the top, there is a language dropdown menu currently set to 'English'. Below this, there are two radio button options: 'Aadhaar' (which is selected) and 'Virtual ID'. There are three input fields, each with a red asterisk indicating a required field: 'Enter Aadhaar Number' (with a character count of 0/12), 'Enter Mobile Number' (with a character count of 0/10), and 'Enter Email Address'. A blue 'Submit' button is located at the bottom center of the form. The bottom of the screen displays the 'NIC' logo on the left and the version number '4.0.1' on the right.



- Any Person can act as an operator. The pensioner can also act as an operator
- The operator needs to enter his/her Aadhaar number, mobile number and e-mail address and click on *submit*
- The mobile number need not be linked with Aadhaar, you can enter any mobile number but make sure you have it as you will receive an OTP on the mobile and email-id provided

Step-3: Operator Authentication (this is a one time process)



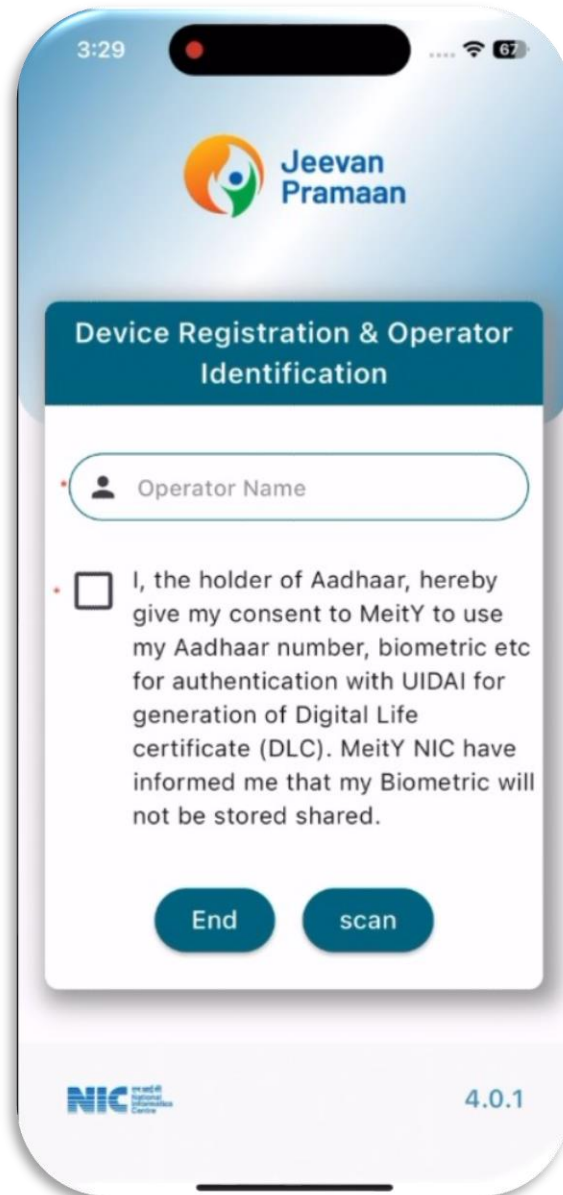
After the Operator has entered the details, he/she will receive an OTP on entered mobile number as well as email.

Enter any one of the OTP received and then click on *Submit* button.

(In case OTP is not received click on *Resend OTP* button)

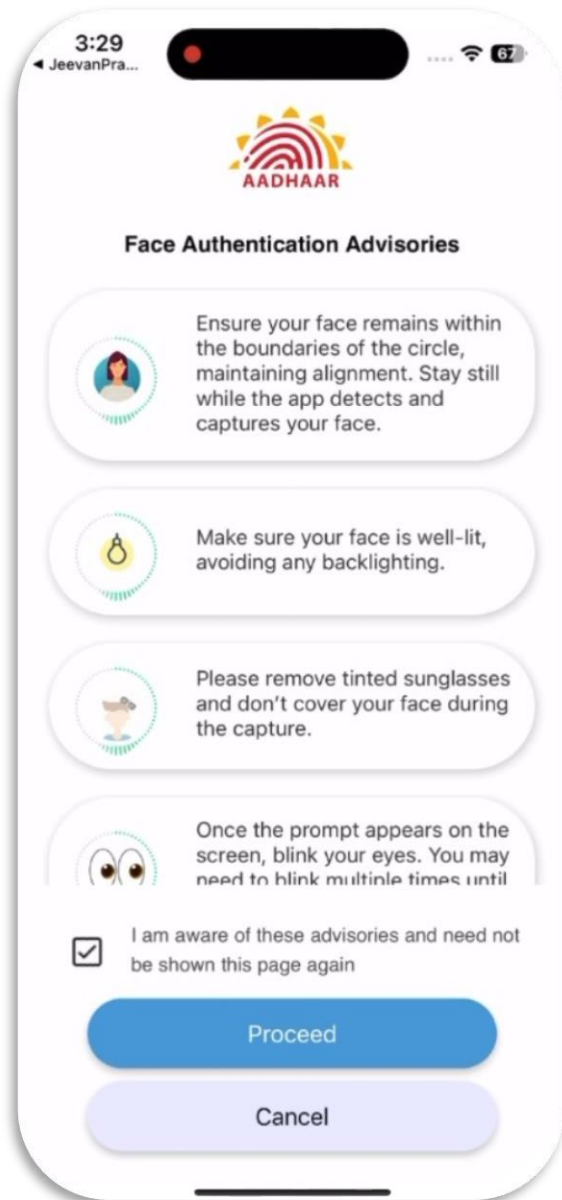
For iPhone

Step-3: Operator Authentication (this is a one time process)



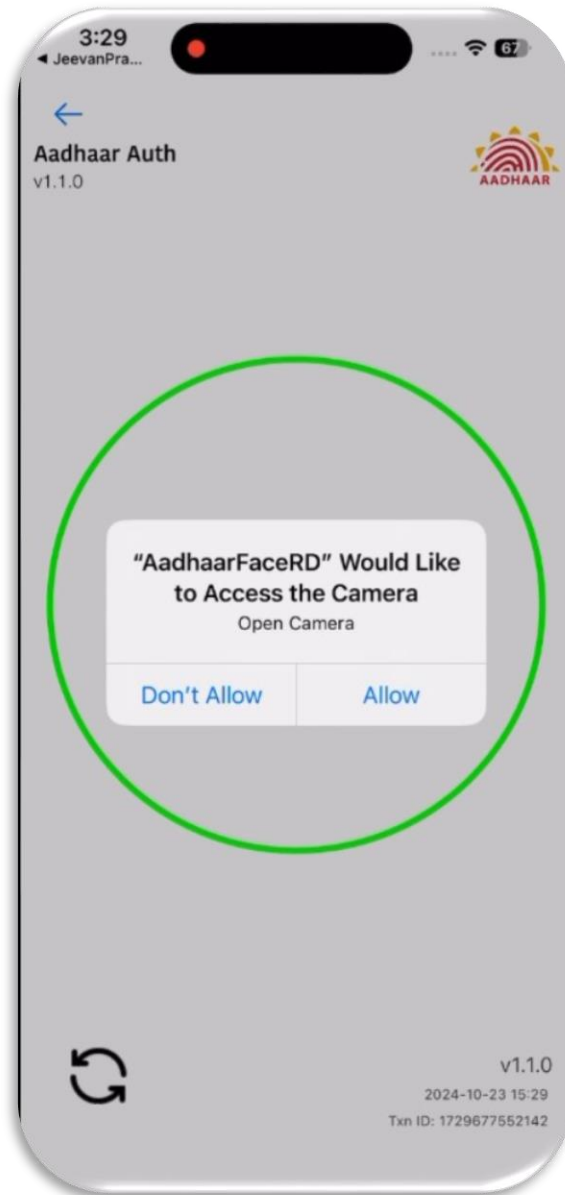
- After successful OTP Validation the screen shown on left will appear.
- The Operator needs to enter name and give consent for authentication by clicking on the checkbox.
- Click on *Scan* button to proceed towards face scan

Step-3: Operator Authentication (this is a one time process)



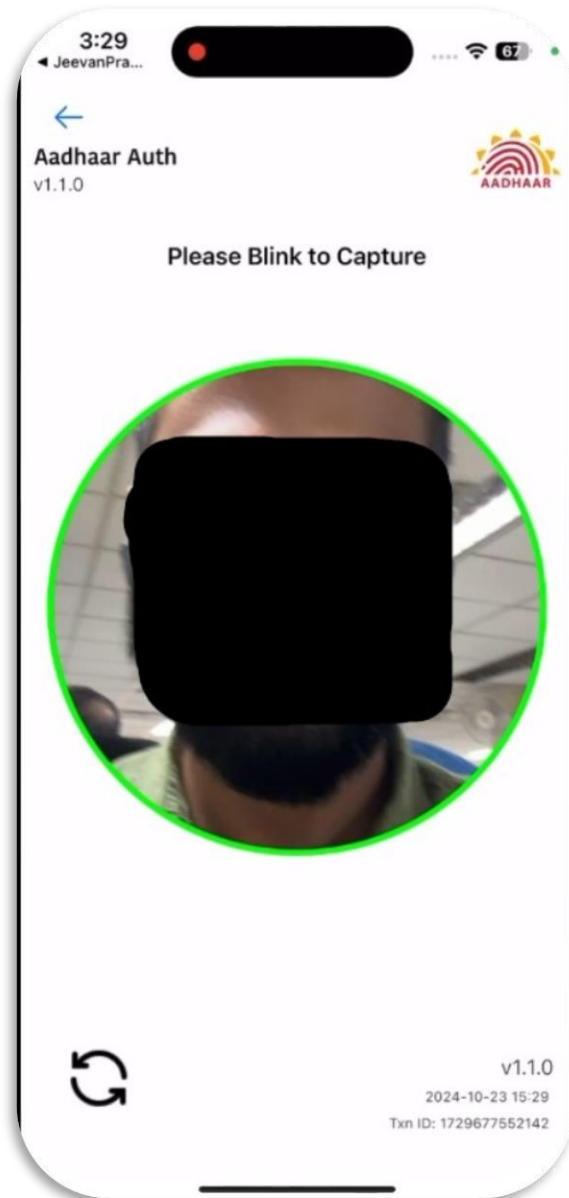
- The screen shows the instructions for face authentication.
- Read the instructions properly, click on the check box and then click on *Proceed*.

Step-3: Operator Authentication (this is a one time process)



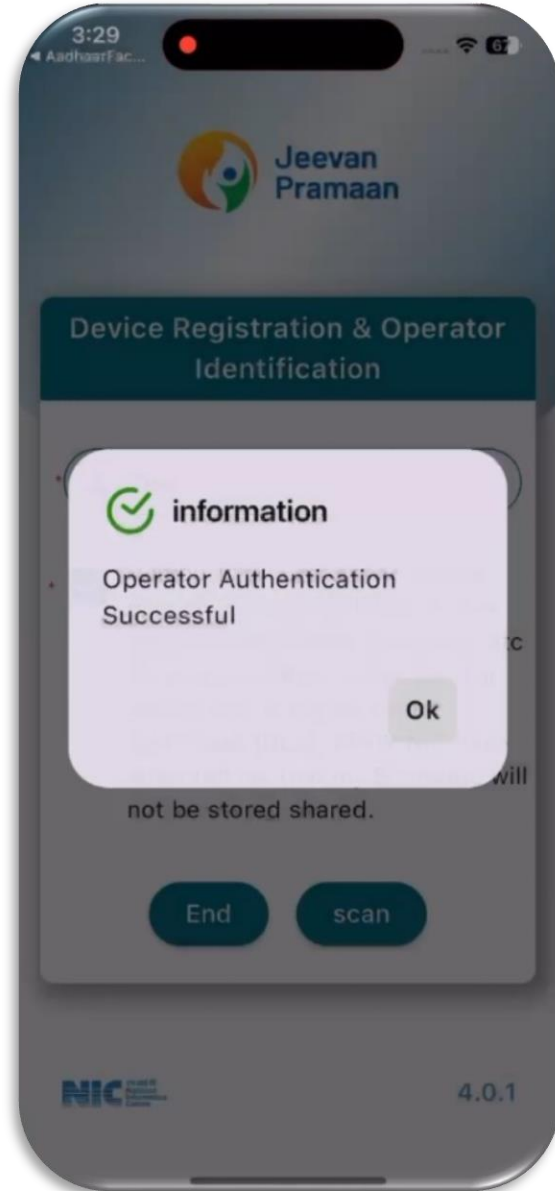
- A pop-up will appear asking for permissions.
- You need to allow the permissions in order to run the application. Click on '*Allow*' to proceed further.

Step-3: Operator Authentication (this is a one time process)



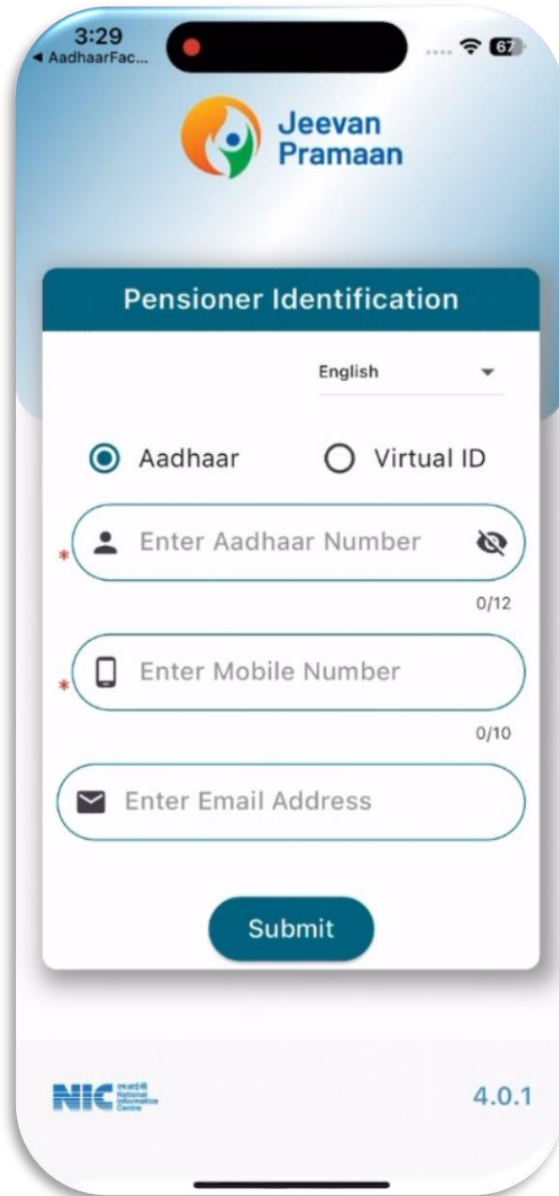
- You can use the front or rear camera to capture the face.
- The screen shows the instructions you need to follow while scanning face like hold still and blink your eyes.
- Follow the instructions that appear on the screen to successfully complete the face authentication process.
- In case of any issue refer to Best Practices for Aadhaar based Face Scan on slide no: 33

Step-3: Operator Authentication (this is a one time process)



❑ After you have successfully authenticated yourself through face scan, the application restarts itself and a toast is shown “Operator Authentication Successful” This completes the device registration and operator identification which is a one time process.

Step-4: Pensioner Authentication

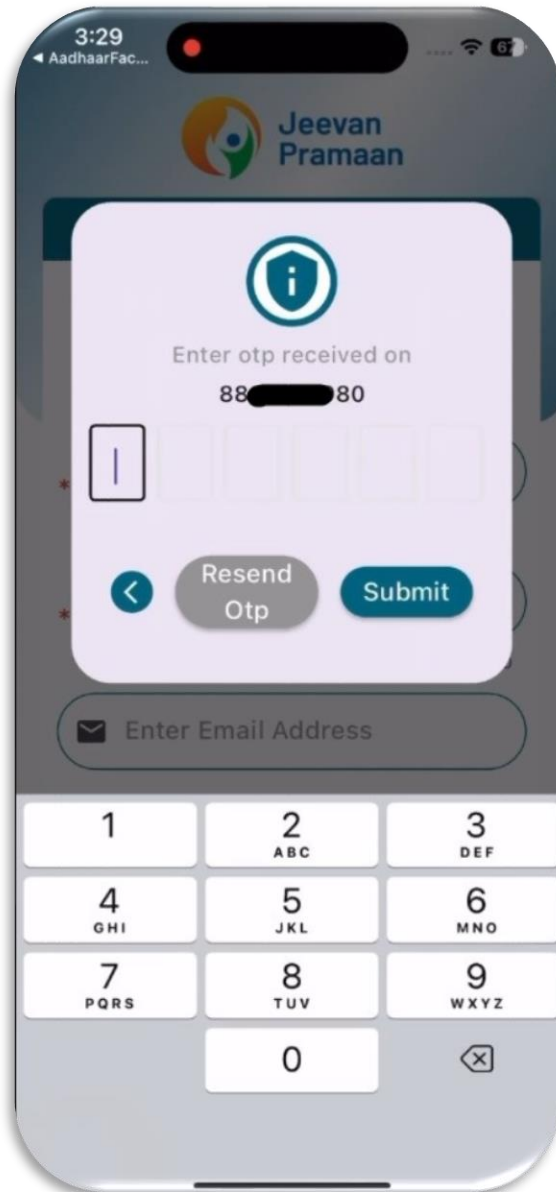


The screenshot shows the 'Pensioner Identification' screen of the Jeevan Pramaan application. At the top, the Jeevan Pramaan logo is visible. Below it, the screen title 'Pensioner Identification' is displayed. A language dropdown menu is set to 'English'. There are two radio buttons: 'Aadhaar' (selected) and 'Virtual ID'. Below these are three input fields: 'Enter Aadhaar Number' (with a character count of 0/12), 'Enter Mobile Number' (with a character count of 0/10), and 'Enter Email Address'. A blue 'Submit' button is located at the bottom of the form. The bottom of the screen shows the NIC logo and the version number '4.0.1'.



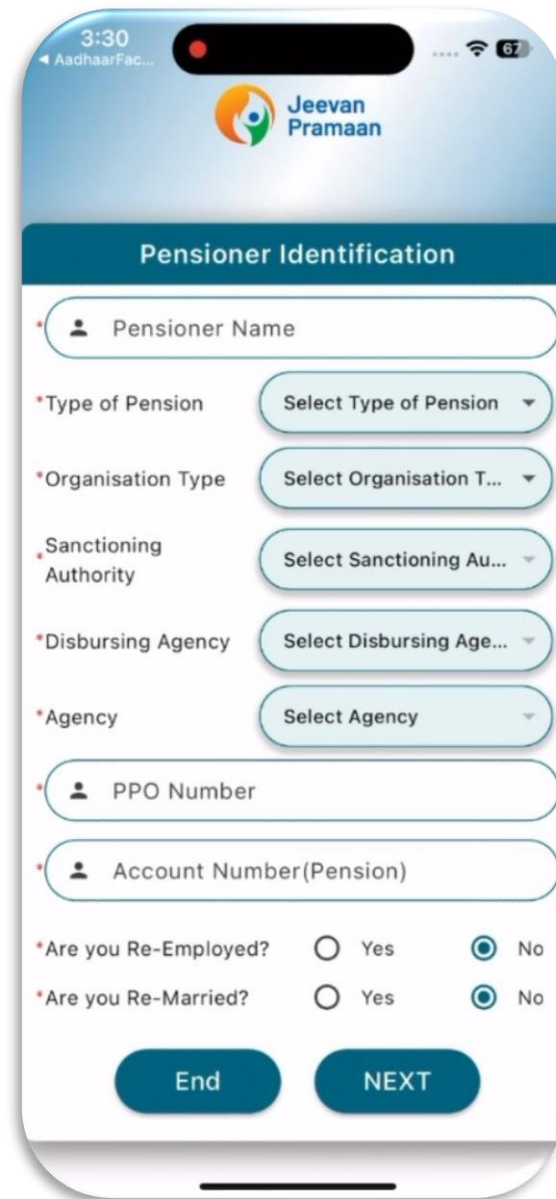
- ❑ Next the Pensioner Authentication screen will open. Now whenever you run the application the Pensioner Authentication screen will open.
- ❑ The pensioner should enter his/her Aadhaar number and mobile number. The email address is optional.
- ❑ Next click on the *submit* button you will receive an OTP on the entered mobile number and email (only if the user has provided email)

Step-4: Pensioner Authentication



- Enter the OTP received and click on *submit* button to proceed further.
(If OTP is not received, please click on *Resend OTP*)

Step-4: Pensioner Authentication



The screenshot shows the 'Pensioner Identification' screen of the Jeevan Pramaan app. The form includes the following fields and options:

- Pensioner Name**: Text input field.
- Type of Pension**: Dropdown menu with 'Select Type of Pension'.
- Organisation Type**: Dropdown menu with 'Select Organisation T...'. A red asterisk is next to this field.
- Sanctioning Authority**: Dropdown menu with 'Select Sanctioning Au...'. A red asterisk is next to this field.
- Disbursing Agency**: Dropdown menu with 'Select Disbursing Age...'. A red asterisk is next to this field.
- Agency**: Dropdown menu with 'Select Agency'. A red asterisk is next to this field.
- PPO Number**: Text input field.
- Account Number(Pension)**: Text input field.
- Are you Re-Employed?**: Radio buttons for 'Yes' and 'No' (selected).
- Are you Re-Married?**: Radio buttons for 'Yes' and 'No' (selected).

At the bottom, there are two buttons: 'End' and 'NEXT'.



- After successful OTP Validation the screen shown on left appears. The screen will be either blank or will have prefilled details as shown in the next slide.
- Enter all the details correctly, incorrect information will lead to rejection of Jeevan Pramaan by the Pension Disbursing agency

Step-4: Pensioner Authentication

The screenshot shows the 'Pensioner Identification' screen of the Jeevan Pramaan app. The form is pre-filled with the following details:

- Pensioner Name: TestA
- Type of Pension: Family
- Organisation Type: Central Government
- Sanctioning Authority: Central Government
- Disbursing Agency: Bank
- Agency: Federal Bank
- PPO Number: 08520852
- Account Number(Pension): 0852963
- Are you Re-Employed?: No (selected)
- Are you Re-Married?: No (selected)

At the bottom of the form, there are two buttons: 'End' and 'NEXT'.



- In case you get the screen with prefilled details, Select the desired PPO No. from the dropdown, or you can select '*Add new pension PPO not in List for yourself*' if your required PPO No. is not appearing in list
- In case user selects a PPO No., he/she can modify all the details except PPO No.
- In case you select '*Add new pension PPO not in List for yourself*' the non-filled pensioner authentication screen is displayed and user is required to fill all details.

Step-4: Pensioner Authentication

3:30
AadhaarFac...
Jeevan Pramaan

Preview of the Data Filled

Pensioner Name	TestA
Type of Pension	Family
Organisation Type	Central Government
Sanctioning Authority	Central Government
Disbursing Agency	Bank
Agency	Federal Bank
PPO Number	08520852
Account Number(Pension)	0852963
Are you Re-Employed?	No
Are you Re-Married?	No

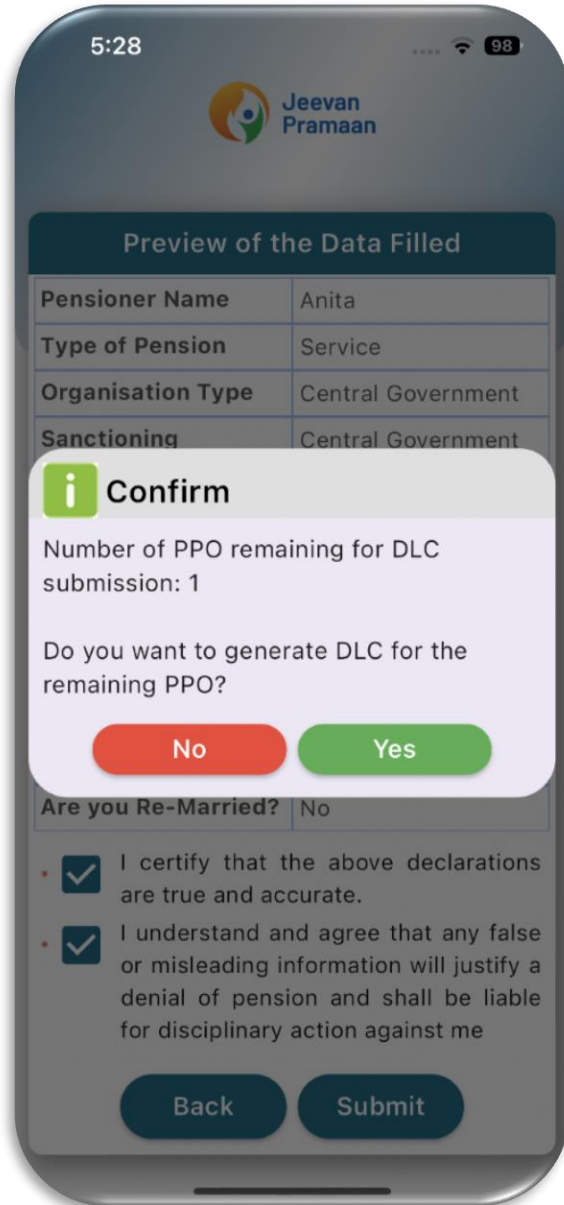
- I certify that the above declarations are true and accurate.
- I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me

Back Submit



- After entering all the details, preview of the data entered is displayed.
- Tick both the *checkboxes* stating that the information entered is accurate.
- click on *Submit* button to proceed further.

Step-4: Pensioner Authentication



5:28 98

Jeevan Pramaan

Preview of the Data Filled

Pensioner Name	Anita
Type of Pension	Service
Organisation Type	Central Government
Sanctioning	Central Government

i Confirm

Number of PPO remaining for DLC submission: 1

Do you want to generate DLC for the remaining PPO?

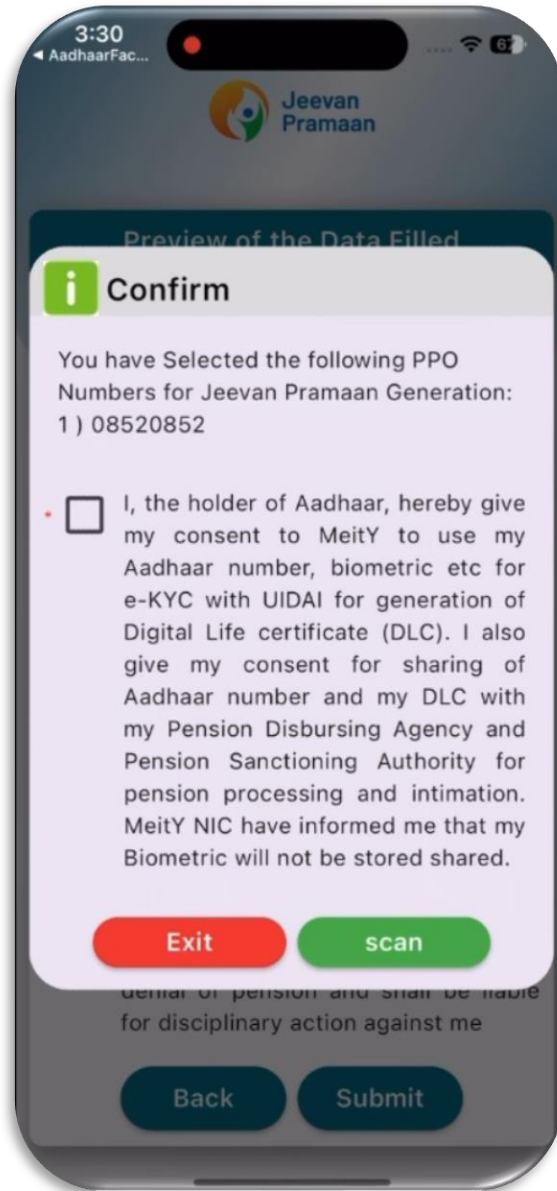
Are you Re-Married? No

- I certify that the above declarations are true and accurate.
- I understand and agree that any false or misleading information will justify a denial of pension and shall be liable for disciplinary action against me



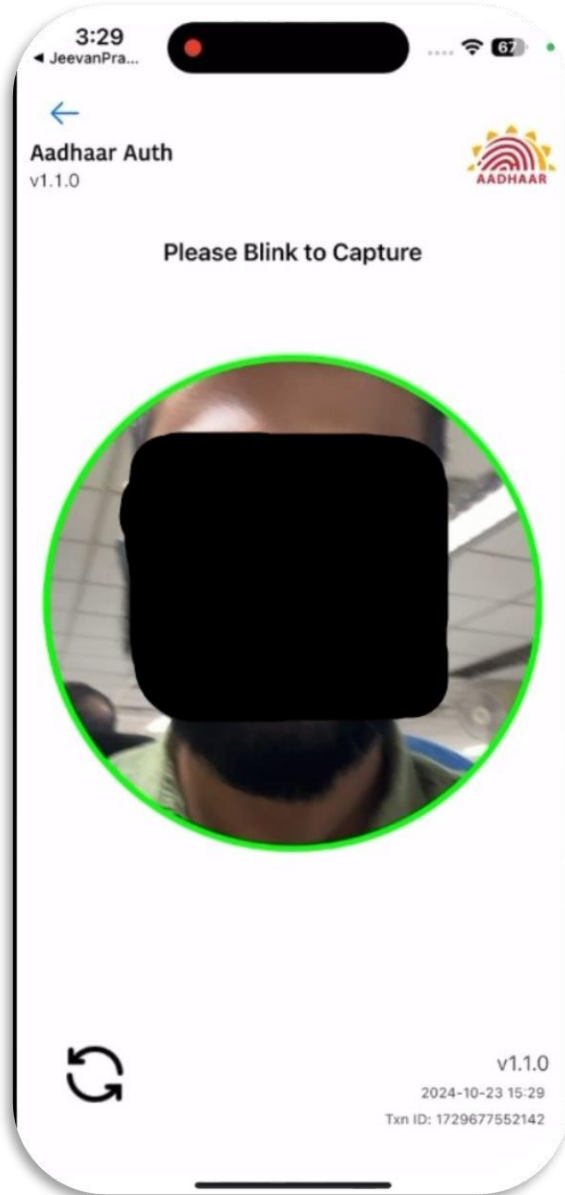
- After you click on Submit button a pop-up will appear as show in figure on the left.
- The pop-up asks the pensioner whether he/she wants to add another PPO number/Pension apart from the one which has already been entered .
- In case user clicks on YES the user will be taken to the pensioner details screen (as shown on previous page) and the pensioner is required to fill all the details regarding the PPO number that he/she wants to add.

Step-4: Pensioner Authentication



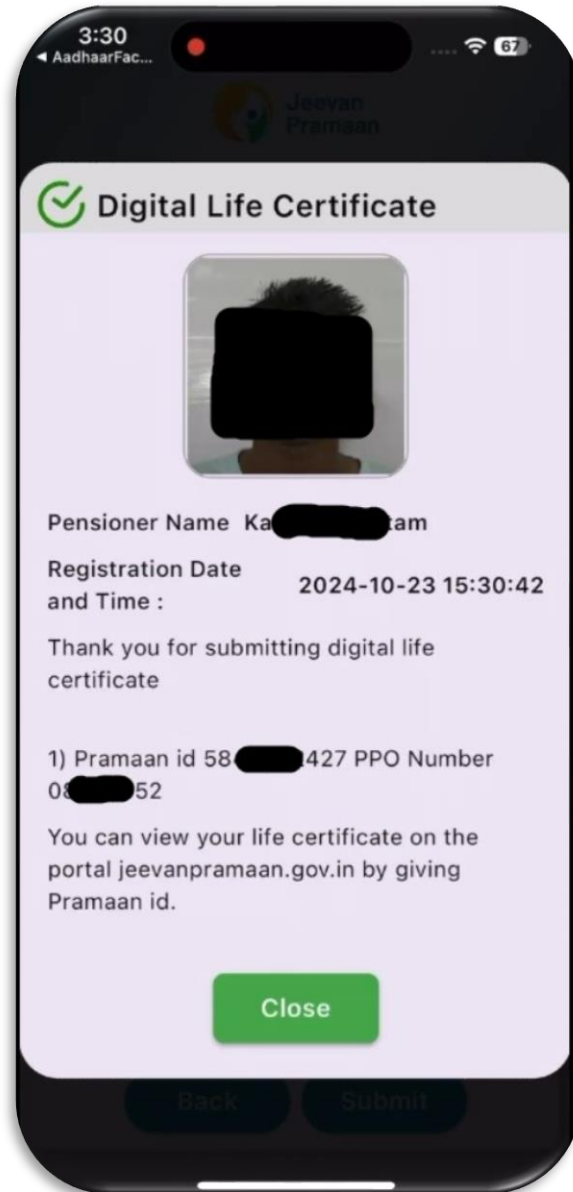
- The screen shows all the PPO numbers selected by the pensioner for DLC (Digital Life Certificate)/Jeevan Pramaan generation.
- The pensioner needs to tick the *checkbox* in order to give consent.
- Click on *SCAN* button to proceed further.

Step-4: Pensioner Authentication



- The screen shows the instructions you need to follow while scanning face. It shows if the lighting is poor or if camera is moving and not stable etc.
- It will show hold still and blink your eyes when the lighting is right and the camera is stable.
- Follow the instructions shown on the screen to successfully complete the face authentication process.
- In case of any issue refer to Best Practices for Aadhaar based Face Scan on slide no: 33

Step-4: Pensioner Authentication



- ❑ Once face authentication is successful, the DLC i.e Jeevan Pramaan is successfully generated and appears on the screen as shown.
- ❑ The screen shows the Pramaan-id for each PPO number.
- ❑ The pensioner shall also receive a SMS on the mobile number provided during pensioner-authentication, the SMS contains the Pramaan-id and the link from which the DLC can be downloaded.

Best Practices for Aadhaar based Face Scan

For proper results ensure:

- 1. Position:** For capturing facial image, it is advisable that adjust the camera at the right distance or in the right posture.
2. Frontal pose needs to be captured i.e. no head rotation or tilt. The Pensioner should be instructed to be seated properly with their back upright and their face towards the camera.
3. It is strongly recommended that the face should be captured with neutral (non-smiling) expression, teeth closed, and both eyes open and looking into the camera.
- 4. Illumination:** Poor illumination has a high impact on the performance of face recognition. Proper and equally distributed lighting mechanism should be used such that there are no shadows over the face, no shadows in eye sockets, No light exactly above the ,can cause shadows. Light should be diffused and placed in front of the Pensioner so that there are no shadows under the eye.
- 5. Eye Glasses:** If the person normally wears glasses, it is recommended that the photograph be taken with glasses. However, the glasses should be clear and transparent. Dark glasses /tinted glasses should be taken off before taking the photograph.

Some of the actionable feedbacks in software are:

1. No face Found
2. Enrolee too far
3. Pose (Look Straight)
4. Insufficient lighting
5. Very low face confidence
6. Non-uniform lighting (of face in output image)
7. Incorrect background (in output image)
8. Insufficient lighting (bad grey values in face area of output image)