

3<sup>rd</sup> floor, Lok Nayak Bhawan  
Khan Market, New Delhi  
9<sup>th</sup> August, 2024

**OFFICE MEMORANDUM**

**Subject: Comprehensive Guidelines for the Nation-wide Digital Life Certificate Campaign 3.0, November 1<sup>st</sup> to 30<sup>th</sup>, 2024**

The undersigned is directed to say that Central Government Pensioners have to submit a Life Certificate in the period 1-30 November every year for continuation of pension. Digital Life Certificate i.e Jeevan Pramaan can also be submitted by Face Authentication from an Android smart phone. This is in addition to other modes of submitting Digital Life Certificate, such as through bio-metric device/iris scanner, Video-KYC, LC through the Gramin Dak Sevaks by using the App of India Post Payments Bank and Door-step service by the consortium of Public Sector Banks.

2. In 2014, Government launched the Digital Life Certificate (Jeevan Pramaan) based on Aadhar Database. There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October to ensure continuity of their pension.

3. With a view to spread awareness amongst all the Central Government pensioners as well as the Pension Disbursing Authorities for use of DLC through Face Authentication Technology, DoPPW had organized two Nation-wide Campaigns in collaboration with Banks, Pensioners' Welfare Associations, DoT, CGDA, UIDAI & MeitY. The first such campaign was held in 37 cities in the month of November 2022, resulting in use of DLC by approximately 35 Lakh Central Government Pensioners across India. The second campaign was held at 600 locations in 100 cities in November, 2023 and resulted in DLC submission by more than 45.46 lakh Central Government pensioners.

4. DoPPW shall now be conducting the Nation-wide DLC Campaign 3.0 in 800 cities and towns covering all district HQs, from 1<sup>st</sup> to 30<sup>th</sup> November, 2024. The objective of this Campaign is to promote increased use of Face Authentication Technology and other DLC modes with a target of reaching out to all pensioners, including those in the remotest corners of the country. **The SOP regarding the technique of issuing DLC through Face Authentication is attached for reference.**

5. In order to conduct this Campaign, DoPPW shall obtain the support of the following stake-holders:

- India Post Payments Bank (IPPB)

- Pension Disbursing Banks
- Pensioners' Welfare Associations
- Department of Telecommunications
- Ministry of Defence (for their own pensioners)
- PIB, DD & AIR (for media support)
- UIDAI & MeitY (for technical support)
- Ministry of Railways (for their own pensioners)
- All Ministries/Departments

6. **Nation –wide DLC campaign 3.0 Features:**

- There shall be a common All-India banner of the Nationwide DLC Campaign to be shared separately by DOPPW.
- DoPPW shall nominate its Nodal officers for the States. These Nodal Officers shall tie up with the Campaign Nodal officers of the different stake-holders, as given above for the respective States/UTs.
- The campaign would be held at all Districts Headquarters in collaboration with IPPB and also covering 150 cities in collaboration with Banks. Hence, there may be a city/town which would have multiple camps either of two Banks or of IPPB and Banks.
- The cities have been identified and multiple locations within each city will be identified by Nodal Banks.
- Camps will be organized at the identified multiple locations in each city, shortlisted for the Campaign by the banks/establishments.
- Each Bank shall nominate its nodal officers for each State/UT who shall coordinate with the Bank's nodal officer for each city for the Campaign. DoPPW shall coordinate with the State Nodal Officers only.
- IPPB shall nominate Nodal Officers for each district across India.
- M/o Defence, M/o Railway and D/o Telecommunications shall appoint their own Nodal Officers, accordingly dovetailing the locations as covered by DoPPW
- UIDAI and MeitY shall also nominate Nodal officers for technical support for each State/UT.
- PIB & DD shall nominate its Nodal officers for publicity in each State/UT.
- From September, 2024, onwards wide publicity is to be carried out through social media, print media, banks and registered Pensioners' Welfare Associations.
- The Banks/Establishments associating with the Campaign in a particular State shall hold camps on designated days of November. In addition camps will also be held on other days by all Bank branches for the pensioners reaching Banks.
- MeitY shall be roped in for utilizing its software to give real-time inputs on the progress of the Campaign on the DLC Portal.
- A Social Media group of all the Nodal officers shall be created by DOPPW for real-time sharing of information during the Campaign.

7. A separate **DLC portal** with URL <https://ipension.nic.in/dlcportal/> is available wherein details of Nodal Officers at State and City level shall be registered. All inputs related to the Campaign such as URLs of tweets and PIB notes/ press releases are to be entered in this portal. The user manual for the DLC Portal is attached for reference.



## 8. Pre-Campaign Preparation Phase (1<sup>st</sup> August – 30<sup>th</sup> October, 2024)

- Nomination of Nodal officers by DoPPW, all Banks, Defence, Railways UIDAI, MeitY, PIB and DD.
- State-wise meetings of all the stake-holders for the identified cities/towns with DoPPW officials.
- Training of Nodal officers, Bankers & Training of trainers by DoPPW/ UIDAI/ MeitY on DLC through Face authentication and DLC Portal.

8. (a) There is a special provision for pensioners aged 80 years and above to submit their Life Certificates in the month of October to ensure continuity of their pension. The same activities will be carried out by all the Banks by equipping their branches to provide DLC related service to the super senior pensioners from 1<sup>st</sup> to 30<sup>th</sup> October, 2024 also.

## 9. Campaign Period activities (1<sup>st</sup> November – 30<sup>th</sup> November, 2024)

- Launch of Nationwide DLC Campaign 3.0.
- DLC camps in identified cities/towns as per schedule. In all other places, Banks/Establishments shall keep the facility open.
- Daily updation of data centrally by MeitY of the progress of the Campaign on the DLC Portal.
- Release of PIB statements and tweets for every city by respective nodal officers. This shall be monitored by the DoPPW official in-charge of that particular State/UT. The links of PIB, tweets as well as DD coverage will be shared by the Nodal officers on the portal/social media group.
- Release of Nationwide DLC campaign booklet and film by DOPPW.

## 10. Role of Ministries/Departments:

### Role of Department of Pension & Pensioners' Welfare

- Issue guidelines to all stake-holders containing details of the campaign.
- Prepare and circulate common All-India banner of the Nationwide DLC Campaign 3.0 to all stake holders.
- Nomination of Nodal Officers for each State/UT.
- Visit of DoPPW nominated officials to different locations to monitor & inspect the drive.
- Coordinate meetings with all stake-holders in different States/UTs including with the Registered Pensioners' Associations.
- Monitoring of the campaign and uploading details of Nodal Officers, cities and locations of camps on DLC Portal.
- Creation of a social media group comprising all the nodal officers for posting of pictures of different site locations and number of tweets.
- Training of different stake-holders along with MeitY & UIDAI officials in Face Authentication and DLC methods.
- Conduct an awareness drive at the appropriate time through newspapers, television, FM radio, Social media, SMS messages, Short films, regarding the DLC campaign and Doordarshan (Prasar Bharati).

### **Role of Pension Disbursing Banks**

- A nodal officer, not below the rank of Chief General Manager/General Manager, to be nominated for the Nation-wide DLC Campaign by each Bank.
- State/ UT wise sub-nodal officers, not below the rank of AGM, to be nominated for each State/ UT where bank has been identified as lead bank.
- Shortlist multiple branches in the concerned cities for holding the Campaign.
- Conduct an awareness drive of the Nationwide DLC Campaign using the uniform common Banner at their locations and publicize the event through social media, SMS to Pensioners and other means such as posters at Digihuts, ATMs and prominent branches.
- Dedicated staff at all branches (even though not part of DLC Campaign selected cities/locations) should be equipped with an Android phone to use this technology when pensioners visit the branch for submission of DLC certificate.
- Printout of successful submission of DLC screenshot may be provided to pensioners.
- Effort may be made to encourage pensioners to download Face Authentication apps in their mobile to enable them to learn the technology.
- Coordinate with the designated DoPPW, UIDAI, MeitY, PIB & DD Officials for the event as well as the registered Pensioners' Associations in their jurisdiction.
- Conduct a daily exercise to ensure that all DLCs submitted have been processed and confirmation SMS sent to the Pensioner.
- Inspect their software prior to the campaign for auto-consumption of the DLC reaching their servers through UIDAI.
- Inspect their software for enabling LC through Video KYC method.
- Women and sick pensioners should be given highest priority.
- Prepare an exception check-list of the pensioners in the select cities who have not given LC by November 15, 2024 and send reminder SMS.
- Prepare for providing doorstep LC facility to those Pensioners who are unable to visit centers due to age/infirmity.
- No pensioner wanting to give a physical LC should be turned back.
- Media coverage should be given to each event and media reports to be shared with DoPPW. Short videos of 30 seconds may be taken of pensioners above age of 90 years generating their DLC.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID [doppw-dlc@gov.in](mailto:doppw-dlc@gov.in)
- Aadhar seeding/ linking with e-KYC confirmation.

### **Role of Pensioners' Welfare Associations**

- PWAs to nominate officials to make home/hospital visits for Pensioners who are unable to move to Campaign locations.
- Conduct a rigorous awareness drive of the Campaign among all their members as well as apprise their RWAs (Resident Welfare Associations) regarding the Campaign and the Face Authentication methodology for generating LC.
- Coordinate with the local Bank/Defence (SPARSH)/Railways/PIB officials for conducting a seamless DLC Nationwide campaign.
- Mobilize pensioners to visit the camps.



- Inform the concerned DoPPW official of the State about any local issues being faced by the Pensioners in giving LC.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID [doppw-dlc@gov.in](mailto:doppw-dlc@gov.in)

#### **Role of Department of Posts/India Post Payments Bank (IPPB)**

- Department of Posts in collaboration with India Post Payments Bank (IPPB) will hold camps in all the districts across India.
- Details of the camps may be shared with DoPPW.
- A Nodal officer may be nominated, for coordination at central level and state level.
- Details of the nodal officers to be communicated to DoPPW for plotting on DLC Portal.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media, SMS.
- Short videos of 30 seconds may be taken of pensioners above age of 90 years generating their DLC.
- Pictures and success stories of DLC generation to be sent to DoPPW on the mail ID [doppw-dlc@gov.in](mailto:doppw-dlc@gov.in)
- Training of Nodal officers on DLC through Biometric, with special emphasis on Face Authentication.

#### **Role of Ministry of Defence (SPARSH)**

- A Nodal officer may be nominated, not below the rank of Dir/DS/Dy.CGDA for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Command, not below the rank of Dy. CDA, where the camp is being held for SPARSH pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media, SMS and Sainik Welfare Boards.
- A dedicated person should be equipped with an Android phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), Aadhaar Updation, engagement with NGOs working with senior citizens can also be arranged, if desired, by the Ministry.
- Uniform Nationwide DLC Campaign 3.0 Banner to be displayed at all locations for publicity.
- Gear up SPARSH centers for the Campaign and enable Face Authentication technology for DLC in SPARSH.
- Advise Zila Sainik Welfare Boards to conduct the Campaign in their area of operation in the select cities.
- Advise their registered Pensioners' Associations to help Defence Pensioners to give DLC.
- Organize home visits for those Defence Pensioners who are unable to visit the centers.
- Position grievance officers in all the centers and also provide a helpline for the Defence Pensioners who face issues in giving LCs.

- Review the DLC position on November 15, 2024 and send reminder SMS to those Defence Pensioners who have not yet given LCs.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID [doppw-dlc@gov.in](mailto:doppw-dlc@gov.in)
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.

### **Role of Ministry of Railways**

- A Nodal officer may be nominated, not below the rank of Dir/DS for coordination at central level.
- Sub-Nodal officers to be nominated for each state/UT/Command, not below the rank of Under Secretary where the camp is being held for SPARSH pensioners.
- Details of the nodal officers to be communicated to DoPPW.
- Wide publicity should be given to this campaign by spreading awareness through banners, social media and SMS.
- A dedicated person should be equipped with an Android phone for issue of Digital Life Certificate of the pensioners visiting the camp.
- Additional facilities like free medical checkup (tests more relevant to senior citizens), engagement with NGOs working with senior citizens can also be arranged, if desired, by the Ministry.
- Uniform Nationwide DLC Campaign 3.0 Banner to be displayed at all locations for publicity.
- Advise their registered Pensioners' Associations to help Railway Pensioners to give DLC.
- Organize home visits for those Railway Pensioners who are unable to visit the centers.
- Position grievance officers in all the centers and also provide a helpline for the Pensioners who face issues in giving LCs.
- Prepare a media plan of the Campaign and send pictures to DoPPW on the mail ID [doppw-dlc@gov.in](mailto:doppw-dlc@gov.in)
- Short videos of 30 seconds may be taken of pensioners above age of 90 years submitting DLC.

### **Role of Ministries/Departments**

- All Ministries/Departments are requested to disseminate the Nationwide DL Campaign guidelines for maximum outreach to Pensioners of the respective Ministries/Departments.

### **Role of UIDAI**

- A Nodal officer may be nominated for month long campaign.
- Nominate Nodal officers State-wise who shall be providing technical support in the select cities and centres on phone and physically, where ever possible.
- Set-up helplines for giving technical support wherever issues are faced in DLC.
- Ensure a robust software for seamless conduct of the Nationwide DLC Campaign 3.0.
- Arrange Aadhaar updation Camps at the Campaign Centres wherever possible to additionally help Pensioners in updating their Aadhaar details.



- Coordinate with the DoPPW officials incharge of the Campaign in the region.

#### **Role of Jeevan Pramaan Team, MeitY**

- Nominate a nodal officer for coordinating with DoPPW Officials for providing necessary MIS/data as required with respect to the Nationwide DLC Campaign 3.0.
- Nominate nodal officers for providing technical support on phone in case of any technical glitches faced on the Jeevan Pramaan App.
- Ensure a robust working Jeevan Pramaan App during the Campaign period devoid of any bugs.
- Coordinate with the DoPPW officials incharge of the Campaign in the region.

#### **Role of PIB /DD /AIR**

- Nominate Nodal Officers not below the rank of Dir/DS to coordinate with the concerned DoPPW official.
- Deploy DD teams at campaign sites for detailed coverage.

#### **11. Media Plan**

- All awareness material on DLC / Face Authentication will be available on the DOPPW portal. Nodal officers can use that material for widespread awareness.
- DoPPW will release 2 print advertisements covering whole country for awareness about DLC/ Face authentication giving details of National campaign on 15<sup>th</sup> September and 15<sup>th</sup> October, 2024.
- DoPPW shall send SMS to the Central Government Civil Pensioners whose mobile numbers are available in DoPPW database in the month of October & November, 2024.
- Banks will conduct an awareness campaign in the identified cities in local languages in local newspapers in advance so that pensioners participate in these camps.
- DD/AIR coverage of each camp-site in all cities.
- September 2024 onwards, twitter series will be launched covering DLC/Face authentication SOP, info graphics, short videos, success stories of DLC campaign 2023 for widespread awareness about DLC.
- Release of DLC campaign booklet at the end of campaign.

12. For overall coordination, following DoPPW officers have been nominated:

S. No.	Name	Role	Contact details	Email ID
1.	Sh. Ravikiran Ubale, Director	Campaign Coordinator	011-24650580, 7710078925	ubalera@cag.gov.in
2.	Sh. Subhash Chander, US	Min/Dept Coordination	011-24644631, 9810698336	subhash.chander123@nic.in
3.	Sh. Nagender Kumar, US	Media coordinator	011-24655523, 9810517136	nagender.kumar@nic.in
4.	Ms. Ramanjit Kaur, Sr. Consultant	Bank/PWA/DLC Portal coordinator	011-24644631, 9643318767	ramanjit.kaur.61@govcontractor.in

13. The above comprehensive guidelines for Nationwide Digital Life Certificate Campaign 3.0, to be held from 1<sup>st</sup> to 30<sup>th</sup> November, 2024, are being issued to ensure use of DLC by all Central Government Pensioners across India. All Stakeholders are requested to adhere to roles assigned, as above.

This issues with the approval of Secretary (Pension & Pensioners' Welfare).

**Appended:**

1. SOP
2. User Manual for DLC Portal



(Dhruvajyoti Sengupta)  
Joint Secretary to Government of India  
Tel.: 011-24625540  
Email: js-doppw@nic.in

1. All Secretaries to Government of India
2. Secretary, MoI&B/DG DD News/DG AIR
3. Secretary, MeitY/CEO, UIDAI
4. Secretary Posts/MD & CEO, IPPB
5. Chairman, Railway Board
6. CMDs of all Pension Disbursing Banks

Copy also for information to the following

1. Joint Secretary PMO (Shri C. Sridhar)
2. Private Secretary to MOS (PP)
3. Joint Secretary, Cabinet Secretariat (smt. Kavita Singh)
4. Secretary DPPW





**Government of India**  
**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**



One of the best practices in digital innovation  
launched by Department of Pension & Pensioners'  
Welfare.



**Government of India**  
**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**



DOPPW, in collaboration with UIDAI & MeitY, has launched Face Authentication technology for submission of Digital Life Certificate for enhancing “Ease of Living” of Central Govt. Pensioners’.





**Government of India**  
**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**



DLC through Face Authentication Technology is based on Aadhaar using Android based smartphome.



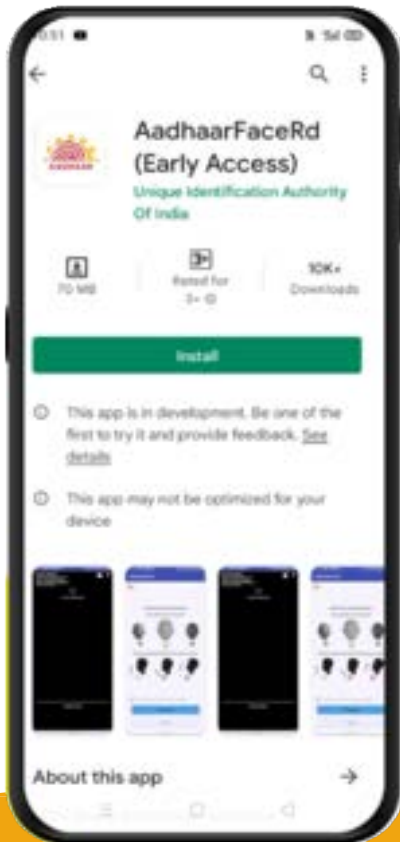
Government of India  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



Process of submitting Life Certificate through  
“FACE AUTHENTICATION”

**STEP-1**

In this step, the pensioner/family pensioner needs to go to the Google Play Store and search for "Aadhaar Face RD (Early Access) Application" by UIDAI (Unique Identification Authority of India) with latest Version.







Government of India

DEPARTMENT OF PENSION & PENSIONERS' WELFARE



## STEP-2

After successfully installing the Aadhaar Face RD App on the device, it will appear in the Settings under App Manager or App Info. This application is used for the background process of the Jeevan Pramaan Application, so it is mandatory to install it.



Government of India  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



**STEP-3**

Once the Aadhaar Face RD App is installed on your smartphone/Android device, the pensioner/family pensioner needs to download another application called "Jeevan Pramaan" from the Google Play Store.





Government of India  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



### STEP-4

After successfully installing both applications, the pensioner/pensioner should open the "Jeevan Pramaan" application. They will be taken to the "Operator Authentication" screen where they have to provide their personal details as follows:

1. Click on the Aadhaar checkbox.
2. Enter the Aadhaar Number.
3. Enter the Mobile Number.
4. Enter the Email Address.
5. Click on the Submit Button.

**\*Please ensure that all the information provided is correct as per the records.**

**\*A pensioner/family pensioner/any other person on behalf of pensioner/pensioner can be an Operator to generate DLC.**

**\*All the sections marked with an asterisk (\*) are mandatory to fill.**



Government of India  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



The image shows a smartphone screen with the 'Jeevan Pramaan' application interface. The screen is titled 'Operator Authentication' and has a language dropdown set to 'English'. There are four input fields: 'Aadhaar' (with a radio button selected), 'Mobile Number', 'Email Address', and 'Enter OTP'. Below the fields, a red 'Resend OTP' button and a green 'Submit' button are visible. A green arrow points to the 'Submit' button. At the bottom of the screen, it says 'Pramaan Client Application'.

**STEP-5**

After providing all the information, the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) needs to submit the OTP (One Time Password) sent to their respective mobile number and email address.



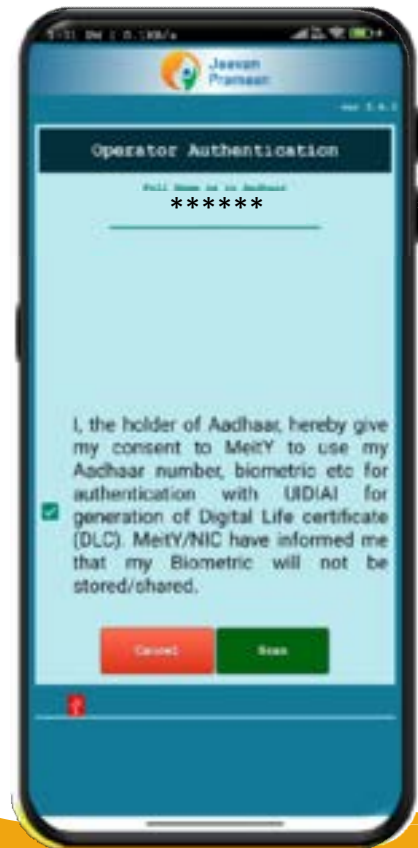
Government of India

DEPARTMENT OF PENSION & PENSIONERS' WELFARE



### STEP-6

After submitting the OTP, the Jeevan Pramaan App will take the Operator (pensioner/family pensioner/any other person on behalf of pensioner/family pensioner) to a screen where they have to provide their Name as per Aadhaar. They should click on the checkbox and then click on Scan. The app will request permission for Face Scan, and the pensioner/family pensioner should press "Yes" to continue the process.





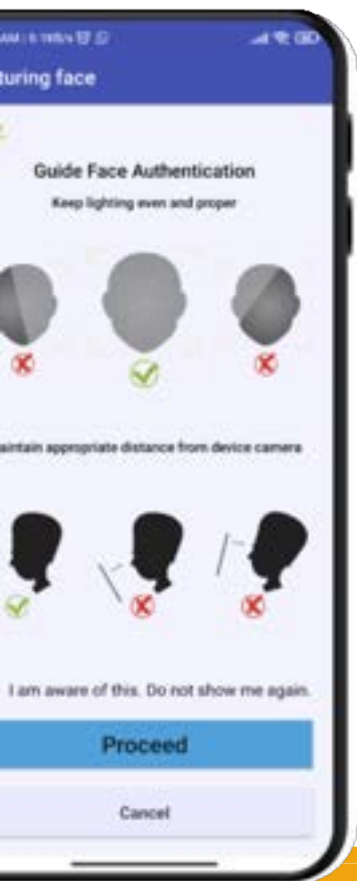


Government of India  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



**STEP-7**

Before the scan, the app will display instructions and guidelines for the face scan. The pensioner/family pensioner should read them carefully. Afterward, they need to click on the "I am aware of this" checkbox to continue and press proceed. The app will capture their face.





**Government of India**  
**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**



**STEP-8**

Note:-

1. The operator authentication is a one time process.
2. Pensioner can also be the Operator.
3. After operator authentication, a screen will open for pensioner authentication.
4. One operator can generate DLC of multiple Pensioners.



## Government of India

### DEPARTMENT OF PENSION & PENSIONERS' WELFARE

#### STEP-9

After Operator Authentication a screen opens for Pensioner Authentication (Image-1) where they have to provide their personal details as follows:

1. Click the checkbox of Aadhaar.
2. Enter Aadhaar Number.
3. Enter Mobile Number.
4. Enter Email Address (Not Mandatory).
5. Click on the 'Submit' button.
6. On clicking submit button, an option appears on screen 'Enter OTP' (Image-2)
7. Enter OTP and click Submit button



Image-1



Image-2







Government of India  
DEPARTMENT OF PENSION & PENSIONERS' WELFARE



**STEP-10**

After submission of OTP a screen will appear (Image-1) where the following information is to be provided:

1. Full Name as per Aadhaar
2. Type of Pension
3. Sanctioning Authority
4. Disbursing Agency
5. PPO Number
6. Account Number (pension)
7. Click on the declarations
8. Click on Submit button
9. A permission to Confirm will appear on the screen as per Image-2

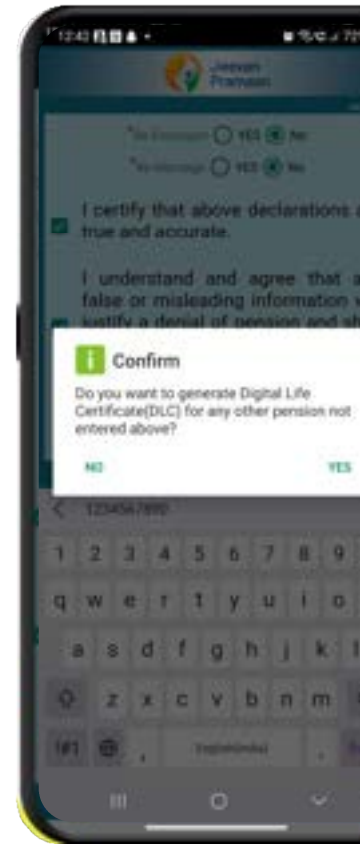
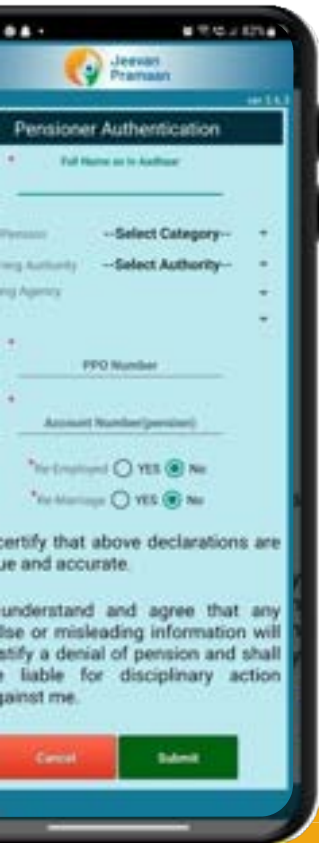


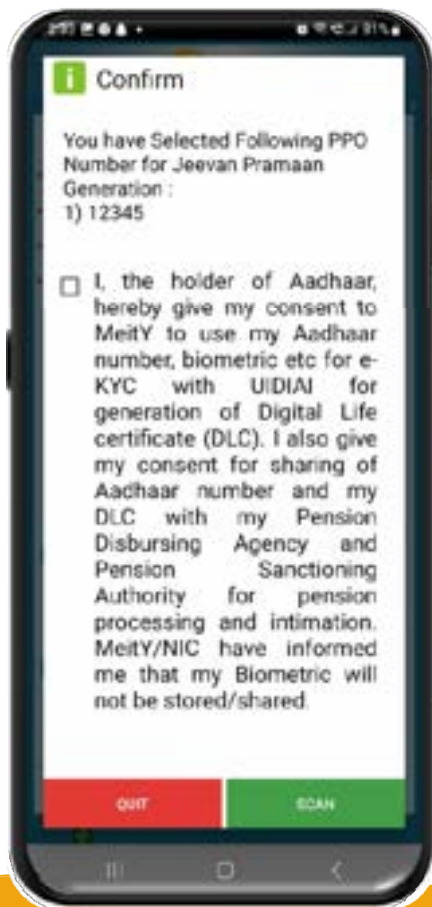
Image-1

Image-2



Government of India

DEPARTMENT OF PENSION & PENSIONERS' WELFARE



### STEP-11

A screen will appear for providing consent and permission for scan .

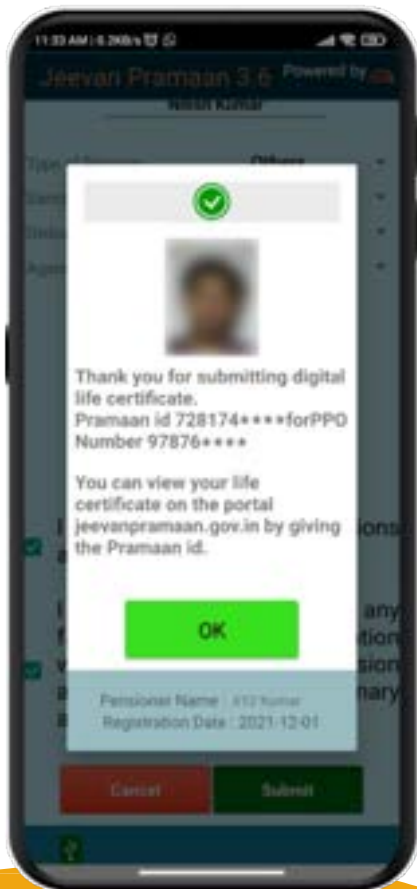
Click on scan.

The process for scanning face will begin.





**Government of India**  
**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**



- After face scanning DLC submission appears on the mobile screen along with the Pramaan ID and PPO number.

- For downloading certificate visit: <https://jeevanpramaan.gov.in/> → Pensioner Login/ Sign in → Enter Jeevan Pramaan ID

\*For queries mail us at [doppw-dlc@gov.in](mailto:doppw-dlc@gov.in)

\*Follow us Facebook and Twitter

 [@facebook.com/DoPPW.India](https://www.facebook.com/DoPPW.India)  [@twitter.com/DOPPW\\_India](https://twitter.com/DOPPW_India)

\*DLC documentary - <https://www.youtube.com/watch?v=YYYwcyOTNJK>





# Issued in Public Interest

**Government of India**  
**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS**  
**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**



# DLC Campaign Portal

**User Manual**

# TABLE OF CONTENTS

	<u>Page #</u>
<b>1. How to Access.....</b>	<b>3</b>
<b>2. How to Login.....</b>	<b>5</b>
<b>3. Intimation of Camp Details .....</b>	<b>7</b>
<b>4. Updation/Editing of Existing Camp Details.....</b>	<b>12</b>

# How to Access “DLC Campaign Portal”

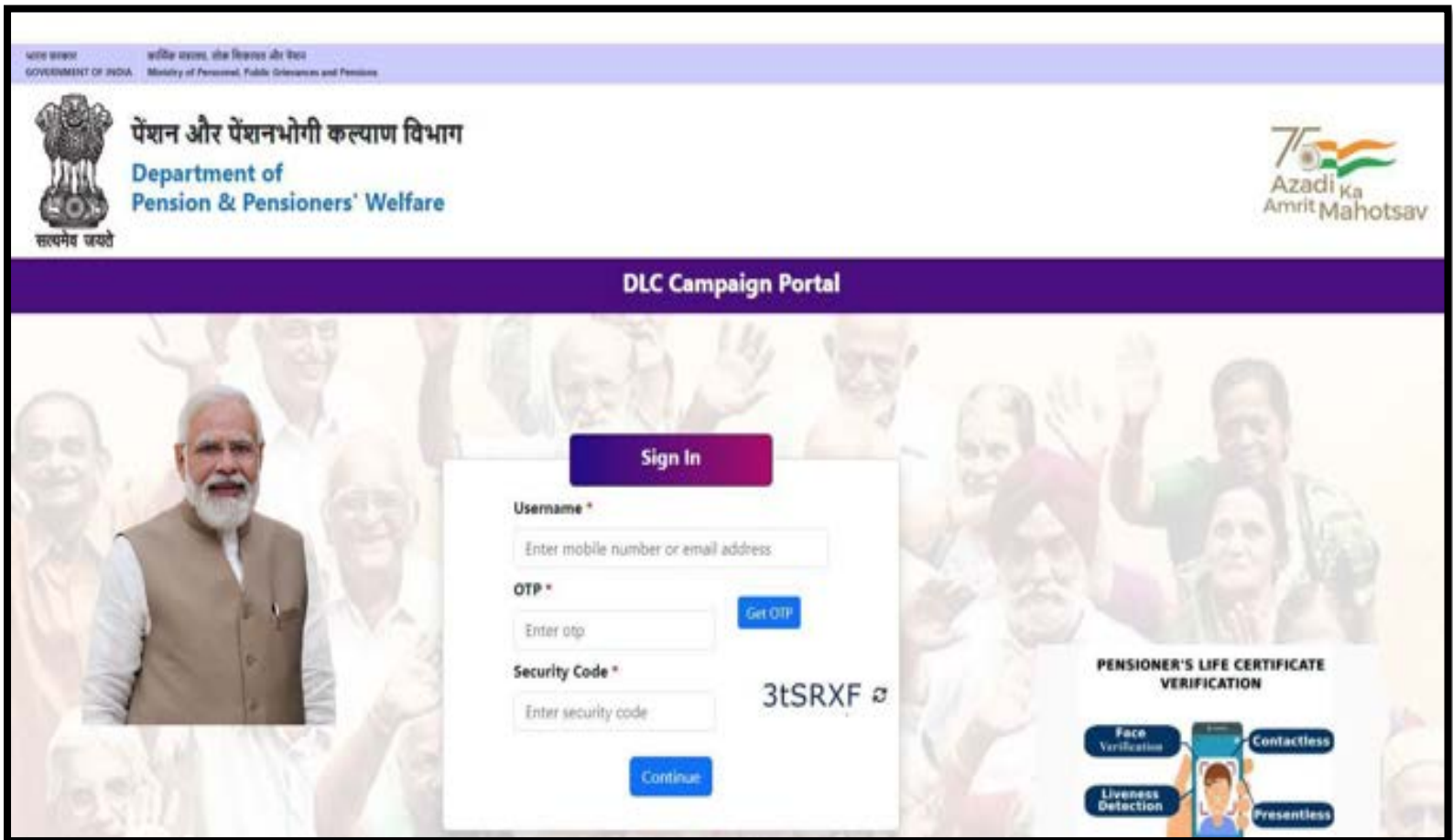


**URL: - <https://ipension.nic.in/dlcportal/>**



# “DLC Campaign Portal” Home Page

## ➤ Home Page:-



The screenshot displays the home page of the DLC Campaign Portal. At the top, the header includes the Government of India logo and the Ministry of Personnel, Public Grievances and Pensions. The main heading is "पेंशन और पेंशनभोगी कल्याण विभाग" (Department of Pension & Pensioners' Welfare). The page features a purple banner with the text "DLC Campaign Portal". The central content area is a sign-in form with fields for "Username \*", "OTP \*", and "Security Code \*". The "Username" field contains the placeholder text "Enter mobile number or email address". The "OTP" field contains "Enter otp" and a "Get OTP" button. The "Security Code" field contains "Enter security code" and a "Continue" button. A security code "3tSRXF" is displayed next to the Security Code field. To the right of the sign-in form, there is a section titled "PENSIONER'S LIFE CERTIFICATE VERIFICATION" with four options: "Face Verification", "Contactless", "Liveness Detection", and "Presentless". The background of the page shows a collage of smiling pensioners and a portrait of Prime Minister Narendra Modi.

# Login in “DLC Campaign Portal” by User

➤ The user can login by using **Mobile Number** or **Email-ID**.

The screenshot shows the top header of the portal with the Government of India logo and the Department of Pension & Pensioners' Welfare. The main heading is "DLC Campaign Portal". The login form is titled "Sign In" and contains three input fields: "Username \*", "OTP \*", and "Security Code \*". A "Get OTP" button is located to the right of the OTP field. A "Continue" button is at the bottom of the form. To the right of the form, there is a section for "PENSIONER'S LIFE CERTIFICATE VERIFICATION" with options for "Face Verification", "Contactless", "Liveness Detection", and "Presentless".

**Annotations:**

- Enter Mobile Number or Email-ID. (points to the Username field)
- Click on 'Get OTP' button (points to the Get OTP button)
- Enter OTP (points to the OTP field)

This screenshot is identical to the one above, showing the login form and verification options.

**Annotations:**

- Enter Security Code (points to the Security Code field)
- Click to reset the security code (points to the Security Code field)
- Click on 'Continue' button (points to the Continue button)

## *Steps to Login*

- Enter your registered mobile number or email-id.
- Click on 'Get OTP' button to get the OTP on your registered mobile number or email-id.
- Enter the OTP which you have got on your registered mobile number or email-id.
- Enter the Security Code/Captcha.
- Click on 'Continue' button.

# DLC Camp Details

- After logging in, the user will be redirected to DLC Camp Details. Here, the user needs to fill the details about DLC Camp.

The screenshot shows the 'DLC Camp Detail' form on the Government of India portal. The form includes the following fields:

- Date \***: A date selection field with the placeholder text 'Please select date'.
- State \***: A dropdown menu with the placeholder text '--Select State--'.
- City \***: A dropdown menu with the placeholder text '--Select City--'.
- Location(s) \***: A text input field with the placeholder text 'Please enter location' and an 'Add' button.
- PIB Note URL**: A text input field with the placeholder text 'Please enter PIB Note URL'.
- Tweet URL**: A text input field with the placeholder text 'Please enter Tweet URL'.
- Whether Photograph(s) Sent Through Email \***: A dropdown menu with the placeholder text '--Select--'.
- Remarks**: A large text area with the placeholder text 'Please enter remarks'.

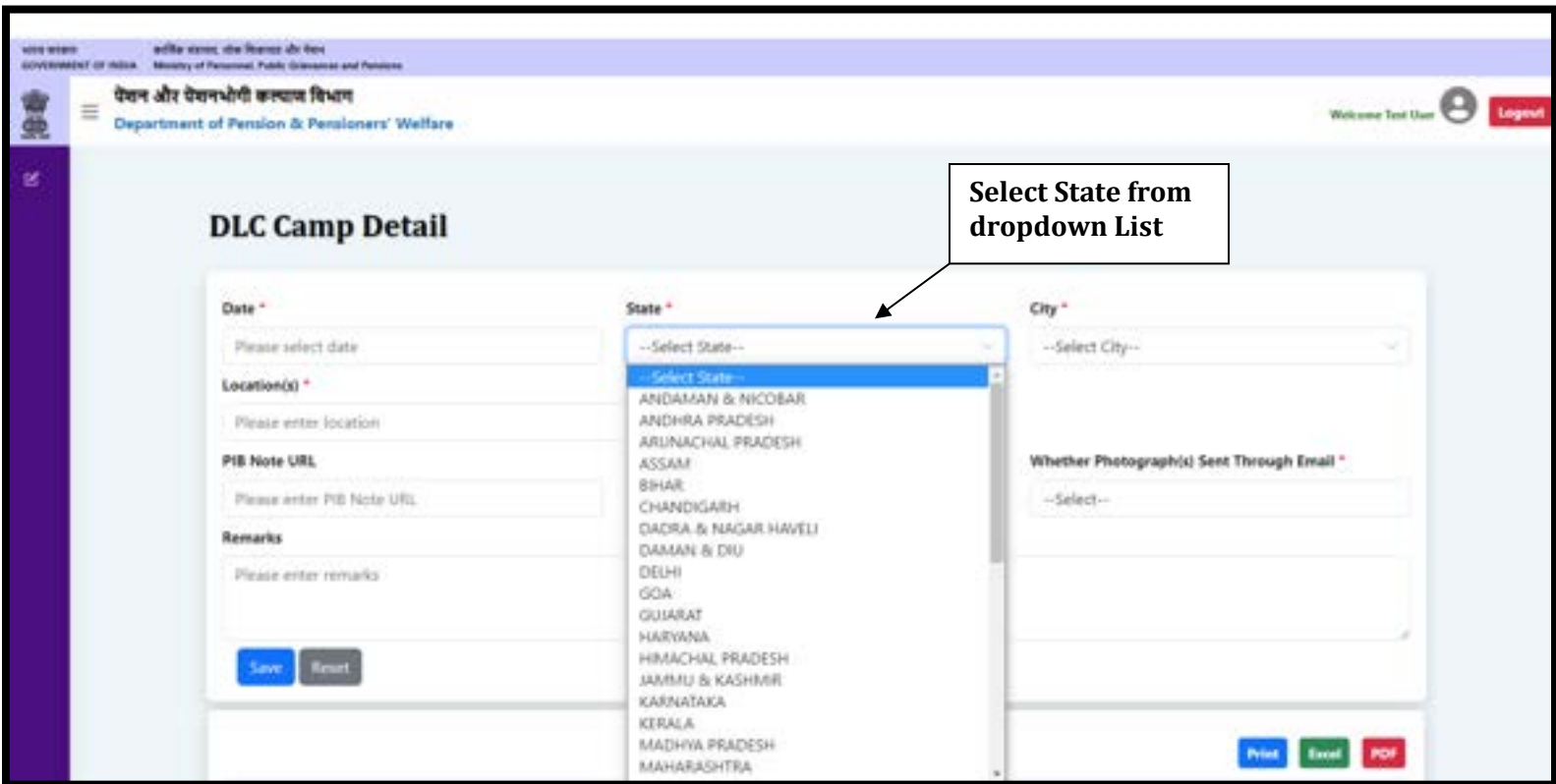
At the bottom of the form, there are 'Save' and 'Reset' buttons.

- The user can select date from the calendar.

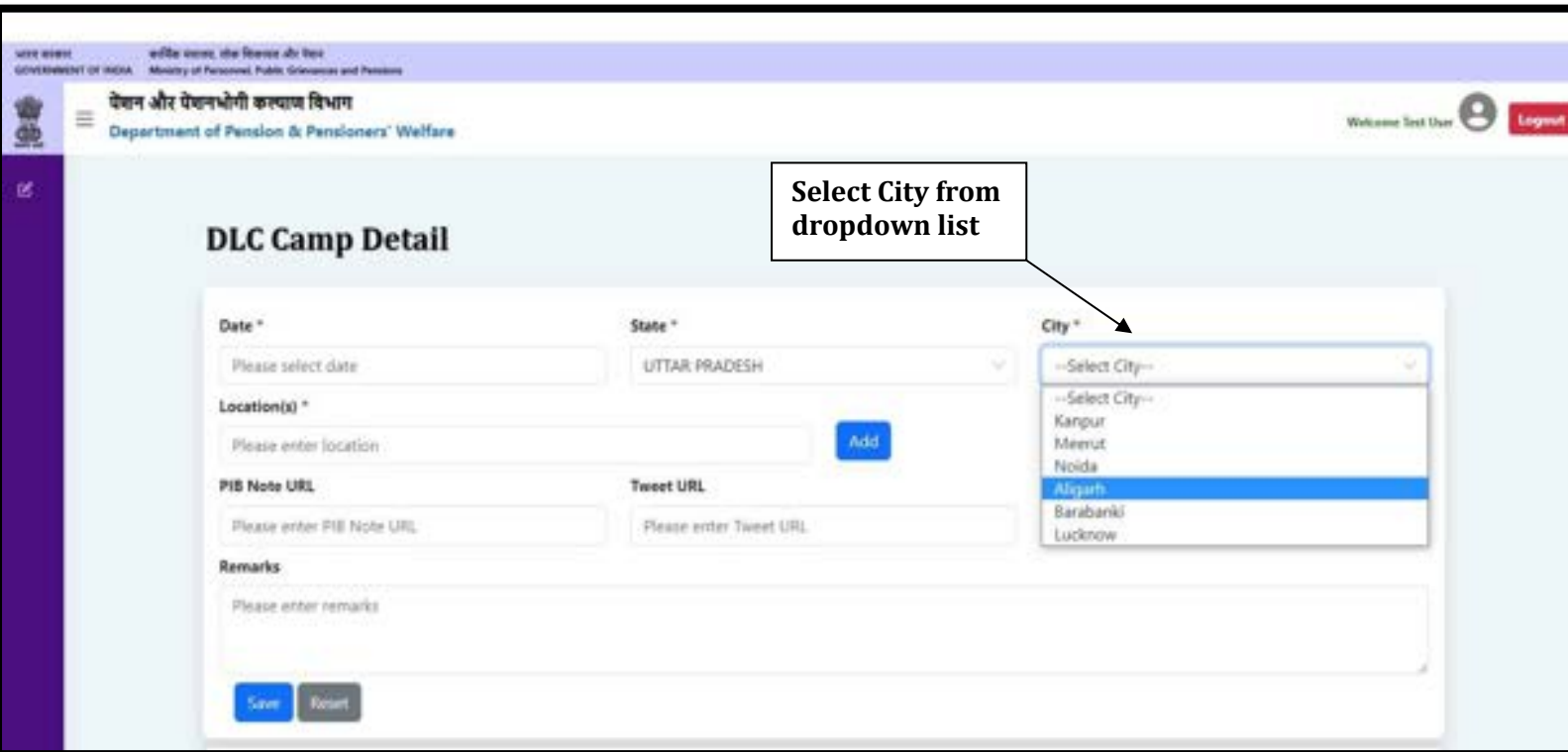
This screenshot is similar to the previous one but shows a calendar popup for the 'Date' field. A callout box with the text 'Select Date from calendar' and an arrow points to the calendar. The calendar displays the month of July 2023, with the 25th selected. The rest of the form fields and layout are identical to the previous screenshot.



- The user can select the state from dropdown list.



- The user can select a city from the city dropdown list, the dropdown list for the city will be populated after selecting the state from the state dropdown list.



- Enter the Location and click on the **Add** button.

The screenshot shows the 'DLC Camp Detail' form. The 'Location(x) \*' field contains 'Test Location'. The 'State \*' dropdown is set to 'UTTAR PRADESH'. The 'City \*' dropdown is set to '--Select City--'. A blue 'Add' button is positioned to the right of the location input field. Two callout boxes with arrows point to the 'Add' button: '1. Enter Location' points to the input field, and '2. Click on 'Add' button' points to the button itself. Other fields include 'Date \*', 'PIB Note URL', 'Tweet URL', and 'Whether Photograph(s) Sent Through Email \*'. 'Save' and 'Reset' buttons are at the bottom left.

- Click on the **Edit** button to edit the saved location.
- Click on the **Update** button to save the location.
- Click on the **Cancel** button to cancel.
- Click on the **Delete** button to delete the location.

The screenshot shows the 'DLC Camp Detail' form with a table of saved locations. The table has columns for 'S.No.', 'Location', and 'Action'. The first row shows '1' and 'Test Location' with 'Edit' and 'Delete' buttons. The second row shows '2' and 'Test Location-2' with 'Update' and 'Cancel' buttons. A blue 'Add' button is below the table. Three callout boxes with arrows point to the buttons: 'Click to Edit the location' points to the 'Edit' button, 'Click to Delete the location' points to the 'Delete' button, and 'Click to Cancel' points to the 'Cancel' button. A fourth callout box, 'Click to Update the location', points to the 'Update' button. The form fields below the table are the same as in the previous screenshot.

- If any PIB Note URL has been issued, enter the URL in the PIB Note URL field.
- If any Tweet URL has been issued, enter the URL in the Tweet URL field.

The screenshot shows the 'DLC Camp Detail' form on the Department of Pension & Pensioners' Welfare website. The form includes fields for Date, State, City, Location(s), PIB Note URL, Tweet URL, Whether Photograph(s) Sent Through Email, and Remarks. Two callout boxes with arrows point to the 'PIB Note URL' and 'Tweet URL' fields, with the text 'Enter PIB Note URL' and 'Enter Tweet URL' respectively.

- If you have sent the photograph(s) of DLC Camp through email on **doppw-dlc@gov.in**, then select **Yes** from the dropdown otherwise, select **No**.
- If you have any query regarding DLC Camp, then enters your query in **Remarks** field up to 500 characters.
- Click on the **Save** button to save the details.

This screenshot shows the 'DLC Camp Detail' form with several callouts. One callout points to the 'Remarks' field with the text 'Any other information about Camp'. Another callout points to the 'Whether Photograph(s) Sent Through Email' dropdown menu, which is open and showing 'Yes' and 'No' options, with the text 'Please select whether Photograph(s) of DLC Camp has been sent or not.'. A third callout points to the 'Save' button with the text 'Click on Save button'. A fourth callout points to the 'Reset' button with the text 'Click on Reset button'. The 'State' dropdown is set to 'UTTAR PRADESH'.

- The user can see saved DLC Camp Details in the list, if the user wants to edit the DLC Camp Details, then click on the **Edit** button.

The screenshot shows the user interface of the Department of Pension & Pensioners' Welfare. At the top, there is a header with the government logo and the text 'GOVERNMENT OF INDIA' and 'Ministry of Personnel, Public Grievances and Pensions'. Below this, the department name is displayed in Hindi and English. The main content area includes a form for adding new details with fields for 'Please enter PIS Note URL', 'Please enter Tweet URL', and 'Remarks'. Below the form is a table with columns: S.No., Date, State, City, PIS Note URL, Tweet URL, Location(s), Photos Sent, and Action. Two rows of data are visible. An arrow points from a text box to the 'Edit' button in the 'Action' column of the first row.

S.No.	Date	State	City	PIS Note URL	Tweet URL	Location(s)	Photos Sent	Action
1	25/07/2023	UTTAR PRADESH	Barabanki	http://pb.gov.in/ViewAllEbooklet.aspx	https://twitter.com/vflow/login	Loc1,Loc2	Yes	Edit
2	10/07/2023	ANDHRA PRADESH	Visakhapatnam			Loc1,Loc2	No	Edit

Click on Edit button to edit the DLC Camp Details

# Updation/Editing of Existing DLC Camp Details

- Update/Edit the desired information/details and click on the **Update** button.

The screenshot displays the 'Department of Pension & Pensioners' Welfare' portal. The form contains the following fields and elements:

- Date \***: 25/07/2023
- State \***: UTTAR PRADESH
- City \***: Barabanki
- Location(s) \***: A table with columns S.No., Location, and Action. It contains two rows: Row 1 (S.No. 1, Location loc1, Action Edit/Delete) and Row 2 (S.No. 2, Location loc2, Action Edit/Delete). Below the table is an 'Add' button and a text input field 'Please enter location'.
- PIB Note URL**: https://pib.gov.in/ViewAllEbooklet.aspx
- Tweet URL**: https://twitter.com/i/flow/login
- Whether Photograph(s) Sent Through Email \***: Yes
- Remarks**: A text area containing placeholder text: 'In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available in publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available'.
- Buttons**: 'Update' and 'Reset' buttons are located at the bottom of the form.

A callout box with the text 'Click on 'Update' button' has an arrow pointing to the 'Update' button.

--- End ---