



कर्मचारी राज्य बीमा निगम
श्रम एवं रोज़गार मंत्रालय (भारत सरकार)
**EMPLOYEES' STATE INSURANCE
CORPORATION**
Ministry of Labour & Employment
(Govt. Of India)

मुख्यालय
पञ्चदीप भवन
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NO. A-40/11/1/17-E-III

Dated:-28.08.2020

MEMORANDUM

Sub: Submission of life certificate by ESIC Pensioners / family pensioners in any office of ESIC (RO / SRO/ Hospital /Branch Office / Dispensaries / DCBO) - Regarding.

In order to smoothen the process of submission of life certificate by its Pensioners / Family pensioners, and to provide online submission of the same, ESIC is considering to onboard itself to the Jiwan Praman Portal of Govt of India.

However, the process of on boarding is expected to take some time, and therefore, in order to smoothen the submission of life certificate by pensioners / family pensioners the competent authority has approved submission of life certificate by ESIC Pensioners / family pensioners in any office of ESIC (RO / SRO/ ESIC Hospital /Branch Office / ESIC Dispensaries / DCBO) as per the process mentioned below.

1. There is a link on the website www.esic.in titled "**Medical Eligibility for ESIC Staff and Pensioners**". This link shows whether any employee or pensioner of ESIC is eligible for medical facility from ESIC, personal details of the employees / pensioners, and their photograph on the basis of their unique employee id / pensioner id. This information is shown on the basis of data available in the ERP Module of ESIC and it is accessible through internet.
2. The pensioners / family pensioners who draw their pension from ESIC can submit their life certificate before the head of any office (RO / SRO/ ESIC Hospital /Branch Office / ESIC Dispensaries / DCBO) of ESIC or any officer authorised by him with request to forward the life certificate to the concerned Pension Disbursing Authority. The request along with life certificate shall be submitted to the concerned officer along with a copy of the PPO and a valid proof of identity.

3. The concerned officer shall ensure the identity of the pensioner and his personal details on the basis of data available on the aforesaid link.
4. After verification of the identity of the pensioner the concerned officer shall duly acknowledge the life certificate, make a remark thereon to the effect that the life certificate has been submitted in his presence. He shall forward the life certificate to the concerned Pension Disbursing Authorities with a copy endorsed to the pensioner within 10 days of the receipt of the same. The concerned officer shall also ensure to upload the life certificate on the ERP module of ESIC.
5. The concerned pension disbursing authorities shall treat the life certificate so received as valid life certificate and shall ensure to disburse pension accordingly.

This facility of submission of life certificate in any office of ESIC as mentioned above, shall be available from 1st October, 2020 in respect of ESIC Pensioners / Family Pensioners aged 80 years and above and in respect of all other ESIC Pensioners / Family Pensioners from 1st November, 2020 till onboarding of ESIC to Jiwan Praman Portal.

All PPO issuing authorities are directed to identify such pensioners / family pensioners whose data is not updated in ERP and request them to submit their required details and photographs so as to update their details in ERP Module.

Hindi version will follow.

Nishant Kumar
(Nishant Kumar)
Dy. DIRECTOR

To,

1. PPS to Director General/ Financial Commissioner.
2. PS to Commissioner (NTA) for information.
3. PS to all Divisional Heads for information.
4. Addl. Comm. (Fin.), Hqrs Office for information.
5. All Regional Directors for circulation to all ESIC institutions in their State for compliance.
6. Jt. Director (I/c)/ Director of SROs for information and necessary action.
7. Jt. Director E-V, Hqrs. Office/ Medical Superintendent of ESIC Model Hospitals/ Addl. Commissioner (Fin.), Hqrs office.
8. Dean, ESIC Medical Educational Institution.
9. All Jt. Director (Fin)/ Dy. Director (Fin) / Asstt. Dir. (Fin.) of RO/ SRO/ Hospitals, D(M)D, Medical Educational Institutions.
10. ICT Division, ESIC, to ensure that facility to upload the life certificate as mentioned at Point 4 and its integration with Pension Payment Module / Finance module if required is made operational by 25-09-2020.
11. Website content Manager with the request to upload this Memorandum on the website of ESIC.
12. Raj Bhasha Cell for Hindi Translation.