



CMWSSB - Finance (Pension) Department

Sub: CMWSSB - Finance (Pension) Department - Time limit for issue of Life Certificate for the financial year 2023-24 and intimation regarding Government's new procedure for submitting Life Certificate – Reg.

Ref: G.O. Ms. No.165 Dt.31.05.2023

With reference to the above, The Government has issued orders for simplification of mustering of the Pensioners/Family Pensioners. As per G.O, The Government has introduced a new procedure for submitting Life Certificate throughout the year instead of submitting Life Certificate in the particular period from July to September every year.

In this regard, the Pensioner/ Family Pensioner have to submit their Life Certificate at No.1, Pumping Station Road, Chintadripet, Chennai 600 002 as per the month mentioned in the table below:

Type of Pensioner	Month to submit life certificate
Service Pensioner	Service Pensioner / Double Pensioner shall submit Life Certificate in the month of retirement of the Pensioner every year
Pensioner drawing both service and Family Pension (double pension)	
Family Pensioner and Special category pensioner	Family Pensioner and Special category pensioner shall submit Life Certificate in the month of commencement of Family pension every year

Grace period for mustering

If the pensioner, Family Pensioner and Special category Pensioner failed to do the mustering process then the pension will be stopped in the succeeding month of the grace period of the year.

For Example: If the Pensioner retired in the month of July, he/she shall be mustered in any one of the day from 1st July to 31st July and allowed one month grace period from 1st August to 31st August. If the pensioner failed to complete their mustering process on or before 31st August, then the monthly pension will be stopped from the month of September onwards.

The Government direct that the Pensioners / Family Pensioners those who are due for mustering for the month of April, May and June 2023 may be called for mustering in the month of July, 2023 as a special case for the year 2023-2024 only.

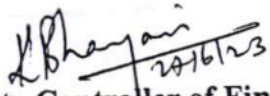
Further, the Pensioners / Family Pensioners are requested to bring a copy of Aadhar card, Pension book and 2 no. of photos (to renew the NHIS card) while coming for mustering.

Further, The Government also instructed to motivate e- mustering through Digital Life Certificate (DLC) and to ensure at least 80% Annual mustering is done through Jeevan Pramaan Portal in future by utilizing the Door Step Services of IPPB/e Seva Centre/ CSC for avoiding hardship to the Pensioners/Family Pensioners since the Pensioners are finding it difficult to visit the Pension Office for mustering due to their old age

Therefore, the Pensioners are advised to use the online service to submit the Digital Life Certificate (DLC) in the month in which they are required to submit the life certificate.

Sd/- 20.06.2023
CONTROLLER OF FINANCE

/t.c.f.b.o./


Deputy Controller of Finance

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