



PARADIP PORT AUTHORITY
FINNACE AND ACCOUNTS DEPARTMENT

No: FA/PEN/01/20/2020/560

Date: 18.09.2025

PUBLIC NOTICE

Sub: Simplified process of submission of Life Certificate by Pensioners & Family Pensioners for the year 2025-26.

In view of the above, it has been decided to continue the simplified process of submission of Annual Life Certificate by the Pensioners / Family Pensioners for the year 2025-26 as under:

1. A special provision for pensioners aged above 80 years as per service record submit their life certificate in the month of October, 2025 as per the Office Memorandum from Ministry of Personnel, PG & Pensions, Department to Pension & Pensioners Welfare vide No: 1(2)/2023-P&PW(H)-8869 dtd. 09.08.2024.
2. Pensioners may as far as possible to submit their Life Certificate through e-mail ID of designated Bank (where they are having their pension account) to the e-mail of FA & CAO, PPA (facao@paradipport.gov.in)
3. Pensioners can also submit their Digital Life certificate using the JEEVAN PRAMAAN portal or through UMANG app.
4. As special case keeping in view, all Class – I Officers of PPA have been authorized to accept Life Certificate signed in their presence by the Pensioners / Family Pensioners.
5. Pensioners / Family Pensioners of PPA may approach to the nearest Post Offices for getting their Digital Life certificate (DLC) prepared to avoid travelling in public transport and visit banks / offices to submit DLCs.
6. Pensioners / Family Pensioners can also submit their Life Certificate in the Pension Section, Finance Department, Administrative Building on all working days from Monday to Friday from 10:00 AM to 5:00 PM. For the convenience of Pensioners arrangements have been made for collection of Life certificate in the Pension Section, Finance Department, Administrative Building, PPA w.e.f. 01.11.2025 to 30.11.2025 and **aged above 80 years** in the month of October, 2025.
7. Pensioners / Family Pensioners can also submit their Life Certificate at PPA Guest House, Bhubaneswar, Jai Durga Temple Road, Unit-VIII, Gopabandhu Nagar, Bhubaneswar-751 008.

[Signature]
FA & CAO
Paradip Port Authority
FA & CAO
PARADIP PORT AUTHORITY

Copy to:

1. Sr. PS to Chairman, for information.
2. PA to Dy. Chairman, for kind information.
3. All HOD / Offices, PPA.
4. Sr. Dy. Director, EDP, PPA with request to hoist in PPA website for wide circulation.
5. Liaison Officer, PPA Guest House, Bhubaneswar for information.
6. The General Secretary, Paradip Port Trust Officer Pensioners Association, 2nd Floor, House No.- VIM-388, Sailashree Vihar, Bhubaneswar – 751 021
7. The General Secretary, PPT Pensioners Association, Nuabazar, Paradip.
8. Notice Board for wide circulation.