



HO/ Pen/LC/2021/CR- 8376

**Re. : Life Certificate and Certificate of Remarriage/ Non-Marriage as on 1/1/2021 to be furnished by all existing pensioners/ family pensioners.**

As you are aware, that every year all existing pensioners/ family pensioners are required to submit their Survival Certificate on or after the 1<sup>st</sup> day of the concerned calendar year. This is mandatory requirement to enable us to confirm their survival to LIC so they receive uninterrupted pension from LIC. We enclose herewith a proforma of existing Life Certificate (for your ready reference) to be obtained from the existing pensioners/ family pensioners which should be duly attested by a Class-I officer of the nationalized General Insurance Companies/GIC Re/Gazetted Officer/Registered Medical Practitioner with registration number/ Bank Manager (where the pensioner/ family pensioner holds his/her savings bank account for pension) with complete details viz. Name, Designation, Office Address etc.

After obtaining the Life Certificates as mentioned above, you are required to check the correctness of the same. After ensuring yourself that the Life Certificates received by you are in order, **please send us a list of pensioners/ family pensioners of your RO** whose Life Certificates **have been received** by you as on 15/1/2021 by mentioning their following details.

- 1) Name of the pensioner/ family pensioner
- 2) Salary Roll No.
- 3) Annuity No.
- 4) Remarks, if any.

In addition to the above, you are also advised **to provide us a separate list giving complete details of pensioners/ family pensioners of other regional offices who have submitted** their Life Certificates at your RO and were duly accepted by you, giving an additional detail of their RO.

**Please note that the physical life certificates are to be retained by Regional offices.**

We shall be sending the list of pensioners/ family pensioners who have submitted their life certificates to the LIC of India on time bound basis otherwise they have to discontinue remittance of pension/ family pension to defaulters.

While accepting the Life certificates from the pensioners/ family pensioners, you may obtain a mandate of ECS in favour of LIC (a proforma enclosed for your reference) and a self attested copy of PAN from those who have not yet submitted, or if there are any changes.

Since the information contained in Life Certificate is of vital importance, the list should be signed by the Regional Manager and sent to the Pension Deptt., HO on priority, **latest by 16/1/2021**, along with a soft copy in MS Excel/ Open Office calc. on the following Email Ids.

[girishjoshi@orientalinsurance.co.in](mailto:girishjoshi@orientalinsurance.co.in),  
[anupgarg@orientalinsurance.co.in](mailto:anupgarg@orientalinsurance.co.in),  
[deepika.tandon@orientalinsurance.co.in](mailto:deepika.tandon@orientalinsurance.co.in),  
[ravikumar.m@orientalinsurance.co.in](mailto:ravikumar.m@orientalinsurance.co.in),

**Please treat this as extremely urgent and ensure compliance.** In the meantime, kindly acknowledge the receipt.

(Arvind Kumar)  
Dy. General Manager

Hindi Version Follows

- Enclosure: 1. Performa of Life Certificate.  
2. Mandate of ECS in favour of LIC.



**THE ORIENTAL INSURANCE COMPANY LIMITED  
ORIENTAL HOUSE", A-25/27 ASAF ALI ROAD,  
NEW DELHI -110002**

**ANNEXURE-26**

**GENERAL INSURANCE (EMPLOYEES') PENSION SCHEME-1995**

**LIFE CERTIFICATE TO BE SUBMITTED BY PENSIONER / FAMILY PENSION ON OR AFTER 1<sup>ST</sup> JANUARY**

#This certificate should be signed by a Class-1 Officer of the Nationalized General Insurance Companies/GIC Re or A Gazetted Officer or a Registered Medical Practitioner with Registration No. or Bank Manager who should give his/her complete details viz Name, Designation, Office Address etc.

In case of Family Pension:- Family Pensioner as well as Attesting Officer should duly complete both Life Certificate (Annexure-26) as well as Certificate of Non marriage/Re-marriage as the case may be (Annexure-26A)

**THIS CERTIFICATE SHOULD NOT BE SIGNED/ ATTESTED ON A DATE PRIOR TO 1<sup>ST</sup> JANUARY**

Certified that I have seen the Pensioner/ Family Pensioner Mr/Ms. \_\_\_\_\_

who has signed this certificate in my presence and that he/she is alive on this date.

Issued at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Attesting Officer		Signature of Pensioner / Family Pensioner	
Name of Attesting Officer		Name of Pensioner / Family Pensioner	
Designation & SR.NO.		Designation at the time of Retirement	
Complete Office Address		Salary Roll No.	
		Annuity No.	
Date		Office from where retired	
		Controlling RO or HO	
Place		Mobile No. & Email ID	
		Present mailing address	

**ANNEXURE-26A**

**CERTIFICATE OF NON-MARRIAGE/RE- MARRIAGE  
APPLICABLE FOR FAMILY PENSIONERS ONLY**

A) I hereby declare that I am not married (applicable in the case of daughter of an employee)

**OR**

B) I hereby declare that I am not Re-married (applicable in the case of wife/husband of an ex-employee)

**(Tick A or B whichever is applicable)**

I hereby declare that I undertake to report such an event to the Company immediately on its happening

Signature of Attesting Officer		Signature of Pensioner / Family Pensioner	
Name of Attesting Officer		Name of Pensioner / Family Pensioner	
Designation & SR. No.		Name of the Deceased Employee	
Complete Office Address		Salary Roll No.	
		Annuity No.	
Date		Office from where retired	
		Controlling RO or HO	
Place		Mobile No. & Email ID	
		Present mailing address	





भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA  
P&GS Deptt, DO-I,

SDP-24,000Forms-12/10

Phone : (011)23350678, 23314970, 23354984  
FAX : 011-23350832  
Toll Free : 1800118899

"Jeevan Prakash", 7th Floor  
25, Kasturba Gandhi Marg,  
New Delhi-110001

### OPTION FOR ANNUITY PAYMENT BY NEFT/ECS

The following is a confirmation of my bank account details and I hereby affirm my choice to opt for payment of annuity through NEFT/ECS. I understand that LIC Of INDIA also reserves the right to send the annuity payable to me by a physical cheque on account of any unforeseen circumstances beyond the control of LIC OF INDIA, that may affect payment of annuity through NEFT/ECS.

Annuity\_no : .....

Annuitant's Name .....

Bank Name .....

Bank Branch .....

Bank Account type (SB/ Current) .....

Bank Account Number .....

-IFSC Code (For NEFT Payment) .....

MICR No. (For ECS Payment) .....

In case NEFT / IFSC code is not printed on your cheque, kindly obtain it from your bankers.

Please attach a blank cancelled cheque or photocopy of your bank cheque with above particulars.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold LIC responsible. I agree to discharge the responsibility expected of me as a participant under the scheme.

Land Line of annuitant .....

Mobile No of annuitant.....

e-mail-id of customer .....

PAN No of annuitant .....

Date.....

Signature of annuitant