

**SBI STAFF PENSIONERS**  
**SUBMISSION OF LIFE CERTIFICATE**  
**IDENTIFICATION OF PENSIONERS THROUGH VIDEO AS ON ALTERNATE**  
**METHOD**

SBI staff pensioners are required to submit life certificate attested by Magistrate or any officer of the Bank or by a digital life certificate through video-based identification. The following facilities were already available for the pensioners for submission of life certificate:

- a) Physical Submission of Life Certificate: Life certificate is submitted in person and signature is made in presence of the officer of the Bank.
- b) Facility to submit digital Life certificate: Facility for submission for Life Certificate is also available to the pensioners through “Jeevan Pramaan” an Aadhar based platform for biometric authentication of the pensioners.

2. In addition to above, another facility “Video based identification” has been introduced for staff pensioners for submission of life certificate as under:

**Staff Pensioners Video Life Certificate Submission through myHRMS App**

*The facility is available to all those staff pensioners who have not submitted the Life Certificate for the current year and those staff pensioners whose verified photograph is available in HRMS. (For photo uploading, staff pensioners can go to Upload Photo option in HRMS portal and then approach Branch for verification.)*

Step 1. Login to myHRMS app

Step 2. Click on Life Certificate tab

Step 3. Select Offline submission

- Select Record a Video
- Answer questions asked during Video recording
- Select Close and submit Video recording
- Acknowledgement is generated and displayed on screen

Stage 2 – Approval by Bank Officials

- The Video based Life Certificate is approved by the designated Bank Official at LHO level.
- In case any further clarification is required, the approving official calls the pensioner on the registered mobile number.
- On approval, email and SMS is sent to the pensioner.
- In case the uploaded “Video Based Life Certificate” cannot be approved for any reasons (viz., poor video quality, incorrect answers given by the pensioner etc.) the approving official rejects it with his remarks/comments. SMS and email is sent to pensioner with the remarks entered by the approving official.