

STEPS FOR IDENTIFICATION BY PENSIONER THROUGH MLC **(MANUAL LIFE CERTIFICATE)**

All pensioners must complete Annual Identification in order to continue receipt of monthly pension. Following steps needs to be taken in SPARSH Website for Annual Identification after retirement:-

1. Open the website of SPARSH in internet PC (URL- sparsh.defencepension.gov.in).
2. Log into the portal account using your credentials.
3. Click on the "Identification" menu available in the left panel of the page.
4. Click on "Generate MLC Number" to download a blank MLC form. A PDF file of 'Life Certificate' will get generated.
5. Click on "Initiate Request" to initiate the Identification request. One grid will be displayed with the status of the request as "Saved".
6. Take the print out of the PDF file, fill the requisite details and get in signed by a Competent Authority (Class-1 Gazetted Officer) along with the Official Seal.
7. Access the "Identification Service Request" and upload the signed Life Certificate.
8. Complete all other declarations and finally submit the request.

Note: These steps will be active after PPO sanction and post retirement.