



BHAVISHYA

Pension Sanction & Payment Tracking System

An Initiative of Department of Pension & Pensioner's Welfare

INSTRUCTIONS FOR REGISTRATION

DDO/HOO/PAO/Dealing Hands of HOO & PAO

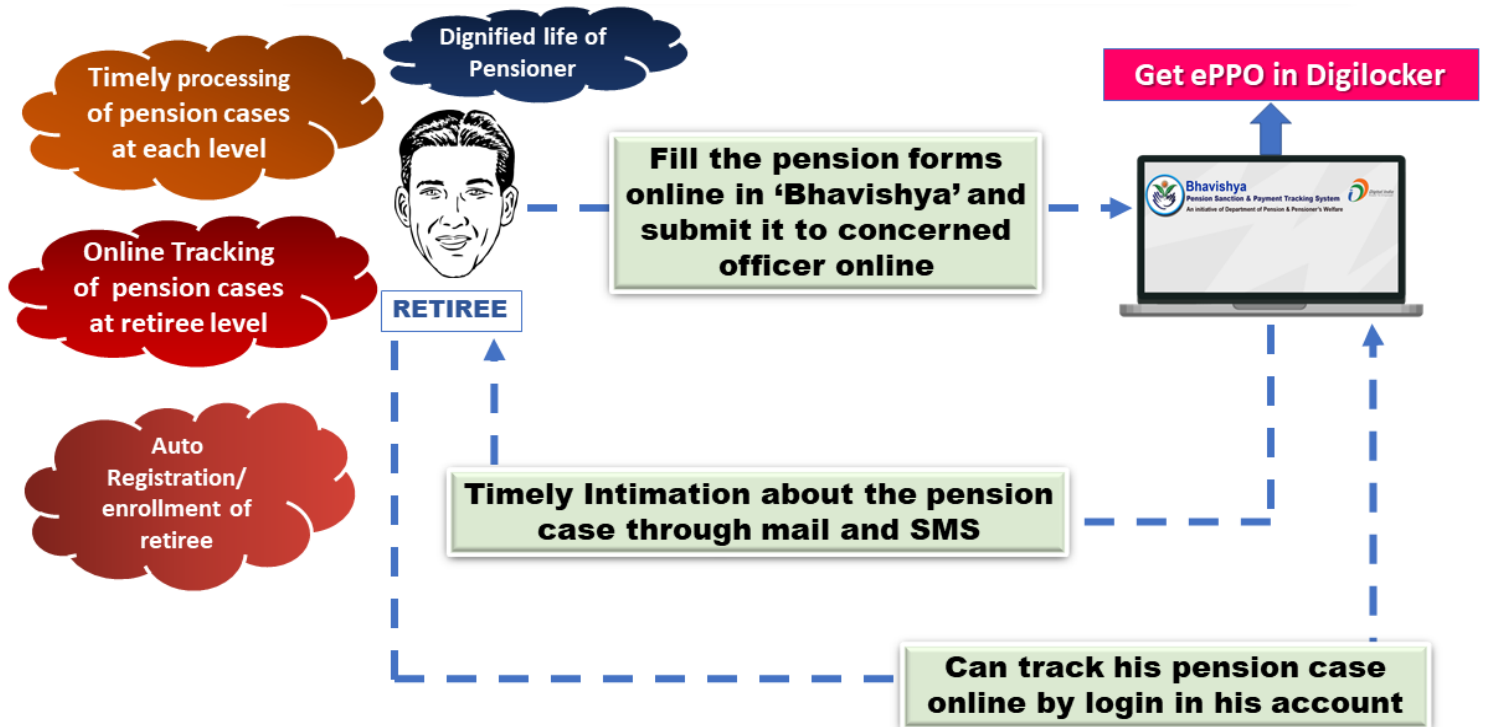
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About “Bhavishya”

Department of Pension & Pensioners' Welfare is working with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an Online Pension Sanction & Payment Tracking System called '**BHAVISHYA**'.

The system provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system obviates delays in payment of pension by ensuring complete transparency.



How to Access “*Bhavishya*”

URL: - <https://bhavishya.nic.in>

OR

Go to *Pensioners’ Portal*

<http://pensionersportal.gov.in>



Click on *Bhavishya*

Who Can Register Online

Drawing & Disbursing Officer (DDO)

Head of Office (HOO)

Head of Department (HOD)

Pay & Accounts Office (PAO)

Dealing Hands of HOO

Dealing Hands of PAO

Frequently Asked Questions

Q1. Who Can Register online?

A1. Following can register online:

- Drawing & Disbursing Officer (DDO)
- Head of Office (HOO) and their Dealing Hands
- Head of Department (HOD)
- Pay & Accounts Officer (PAO) and their Dealing Hands

Q2. If I have multiple roles/functional designations, can I register for multiple roles online?

A2. Yes, you can register for following multiple roles:

- DDO & HOO
- HOO & PAO

If you have roles more than above, then contact your Nodal Officer/Organisation Administrator or send the request on email to bhavishya@nic.in from your registered email id.

Q3. I am a retiring employee; how can I register in *Bhavishya* so that I can login and fill my forms?

A3. Retiree does not need to register online in *Bhavishya*. His/her details need to be added by DDO/HOO. As soon as DDO/HOO add retiree's detail in *Bhavishya* his/her login details will be send through SMS and email to the retiring employee.

Q4. I am the Principal CCA/CCA/CA, how can I register in *Bhavishya*?

A4. You need to send following details given below to bhavishya@nic.in

- Name
- Date of Birth
- Mobile no.
- Official Address
- Email Id (preferably designation/ post based)
- Designation
- Ministry/Department
- List of PAO Codes

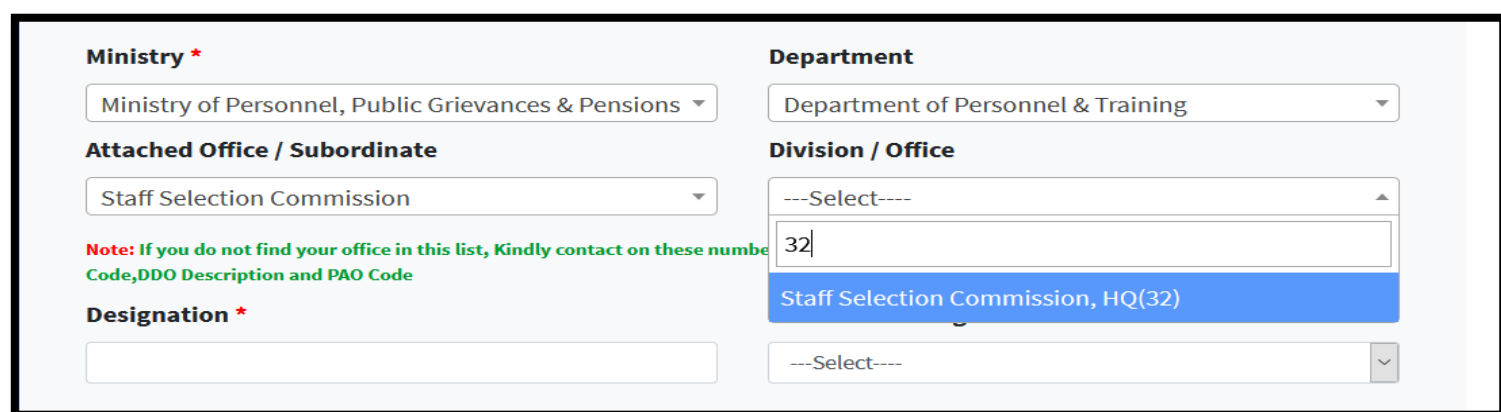
Q5. I am the nodal officer of the ministry/department, how will I register in Bhavishya?

A5. You need to fill the form available in Registration Nodal Officer Registration Form and email the scanned copy of filled signed form to bhavishya@nic.in.

Q6. I am not able to locate my office in Division/Office?

A6. Two characters in the bracket are last two digits of DDO Code.

e.g. if your office name is “Staff Selection Commission, HQ” and DDO Code is 123432 then office name will be shown as “Staff Selection Commission, HQ (32)”. Apart from this List in Division/office is searchable i.e. if you type 32 (last 2 digits of your DDO code) in the list box, it will show the corresponding office having “32” as part of division/office name.



The screenshot displays a registration form with the following fields and values:

- Ministry ***: Ministry of Personnel, Public Grievances & Pensions
- Department**: Department of Personnel & Training
- Attached Office / Subordinate**: Staff Selection Commission
- Division / Office**: A dropdown menu with '32' entered in the search box. The dropdown list shows 'Staff Selection Commission, HQ(32)' as the selected option.
- Designation ***: (Empty field)

A note is visible: "Note: If you do not find your office in this list, Kindly contact on these number Code, DDO Description and PAO Code".

Q7. Can I register with my Gmail / Yahoo email id?

A7. No, email id must be official, Preferably Post / Designation based and accessible from <https://mail.gov.in> OR <https://email.gov.in>.

Registration

STEPS TO FILL REGISTRATION FORM

- Fill Registration Form online on '**Bhavishya**' website – <https://bhavishya.nic.in>.
- Mandatory details required are **DDO code, PAO code, NIC/GOV Email-id and Mobile no.**

Government of India | Ministry of Personnel, Public Grievances & Pensions | Department of Pension & Pensioners' Welfare

Bhavishya
Pension Sanction & Payment Tracking System
An initiative of Department of Pension & Pensioners' Welfare

End is not the end, in fact E.N.D. means "Effort Never Dies"
— A. P. J. Abdul Kalam, Former President of India

Digital India
Power To Empower

ABOUT US | DOWNLOADS | NODAL OFFICERS LIST | FAQs | CONTACT US

REGISTRATION | LOGIN

O.M. / Operating Instructions regarding Mandatory use of Bhavishya with effect from 01.01.2017

1. Registration

95 Ministry/ Department *
805 Offices
7199 DDOs
101315 PPO Issued
1 Retiring

* including Apex Bodies and UTs

Salient Features
Auto Alerts/Reminders to concerned stakeholders for avoiding delays in pension process.

What's New in Bhavishya 8.0
Bhavishya 8.0 has been updated with New Features and Mobile Friendly Design.

BSR code not required
BSR code is no longer required for Form 5/Form 14

BSR Code ——— X ———>

Step 1: Click on **Registration** menu on *Bhavishya* homepage and from the dropdown select **Registration form**.



Registration Form

(HOO/DDO/HOD/PAO and their Dealing Hand)

Who Can Register Online

Registration FAQs

Registration Manual

2. Fill Registration Form

(Click Here For Nodal Officer Registration Form)

*** Mandatory Field!**

Note: Employees retiring on SUPERANNUATION will be registered automatically. Employees retiring on other than superannuation (e.g. Voluntary Retirement, Compulsory Retirement etc.) has to contact their DDO/HOO to get themselves registered on Bhavishya Portal.

Title*	First Name *	Middle Name	Surname
Name <input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Date of Retirement		
<input type="text"/>	<input type="text"/>		
Ministry *	Department		
<input type="text" value="---Select---"/>	<input type="text" value="---Select---"/>		
Attached Office / Subordinate	Division / Office		
<input type="text" value="---Select---"/>	<input type="text" value="---Select---"/>		
Note: If you do not find your office in this list, Kindly contact on these numbers 24640650,24640651 or mail to : bhavishya@nic.in with your DDO Code,DDO Description and PAO Code			
Designation *	Functional Designation*		
<input type="text"/>	<input type="text" value="---Select---"/>		
DDO Code	PAO Code*		
<input type="text"/>	<input type="text"/>		

Official Address*	
<input type="text"/>	
Country*	State
<input type="text" value="INDIA"/>	<input type="text" value="---Select---"/>
District	City*
<input type="text" value="---Select---"/>	<input type="text"/>
Pincode	Phone (O)*
<input type="text"/>	<input type="text"/> <input type="text"/>

Mobile Number * +91	Email Id *
<input type="text"/>	<input type="text"/>

Email-Id must be official, and accessible from <https://email.gov.in>

Whether this user will replace existing user

Security Code*

VaVxMZ

3.Submit

Submit

Reset

Step 2: Fill all the mandatory fields in the Registration Form.

Step 3: Click on 'Submit' button.

Note: Email id must be nic.in/gov.in and must be accessible on <https://mail.gov.in>. Post/Designation based email-id is preferred to avoid re-registration in case of transfer and retirement of officer. e.g. socash@nic.in.

Registration [Continued....]

- Select the desired role that you want in Bhavishya, by clicking on desired functional designation Drawing & Disbursing Officer (DDO), Head of Office (HOO), DDO & HOO (if DDO and HOO are same person), Pay and Account Office, PAO & HOO (if PAO and HOO are same person) etc.

Functional Designation*

---Select---

---Select---

Head of Office (HOO)

PAO & HOO

Pay and Accounts Office (PAO)


Drawing and Disbursing Officer (DDO)

DDO & HOO

Dealing Hand to HOO

Dealing Hand to PAO

Head of Department (HOD)



Registration Form
(HOO/DDO/HOD/PAO and their Dealing Hand)

Enter One Time Password (OTP) sent on your Mobile and Email-Id

Mobile OTP *

Email OTP *


4.Submit

Submit

Resend OTP

Step 4: After submitting form, **OTP will be received on mobile number and Email id.**

Enter the OTP sent on your mobile number and Email-id and click on ‘**Submit**’ button.



Registration Form
(HOO/DDO/HOD/PAO and their Dealing Hand)

Note: Kindly take the print out and upload the scanned copy of registration/application form duly signed by applicant and competent Authority on Bhavishya software with your reference no. BHVYSA0002345 in pdf format

Print

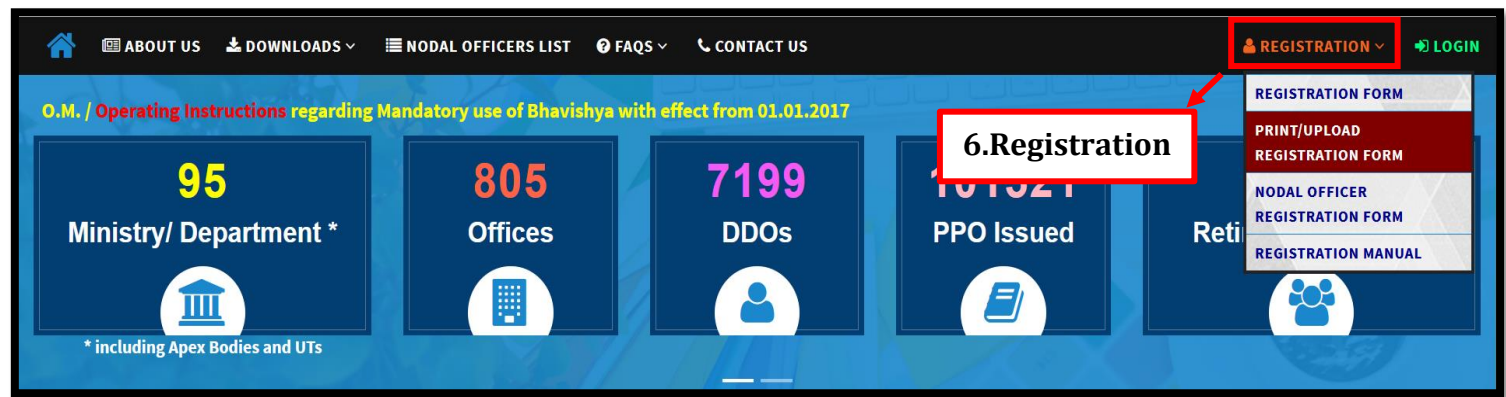
5.Print

Reference Number

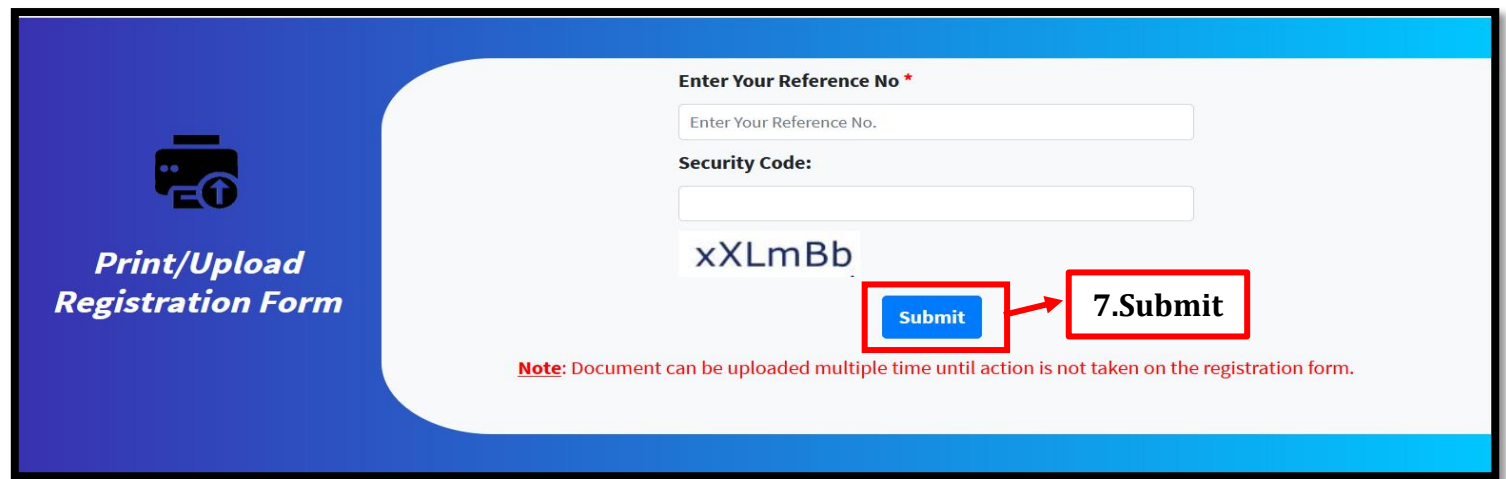
Step 5: A **reference number** will be generated, which is used to **print and upload the form.**

Take the **print-out of the filled form** → **sign and scan it.**

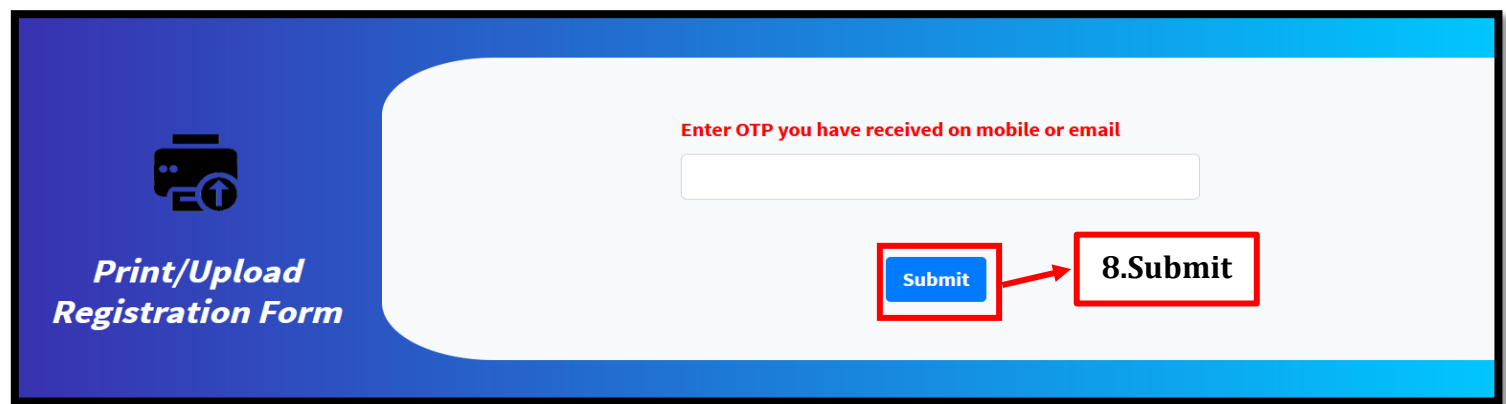
STEPS TO UPLOAD REGISTRATION FORM



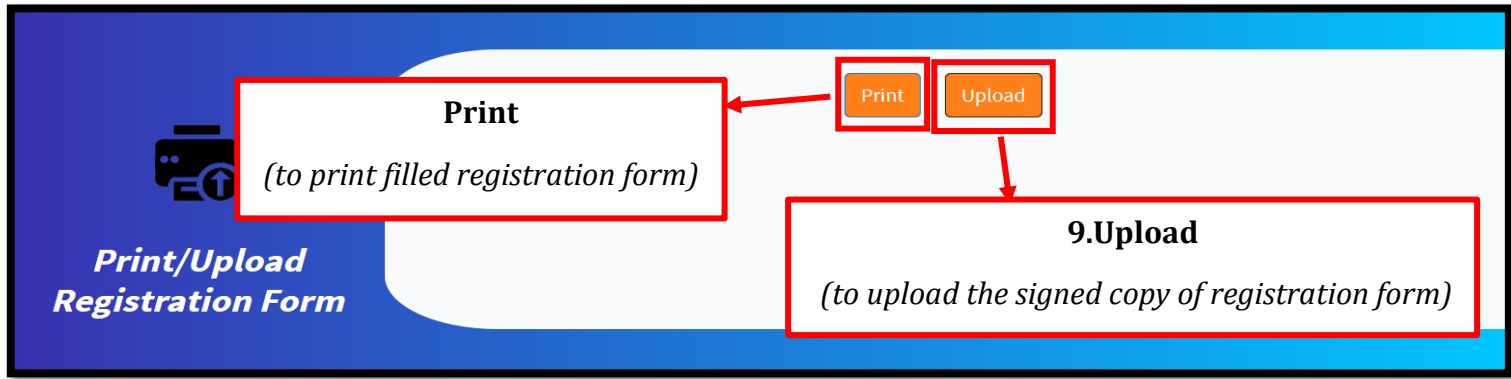
Step 6: Click on **Registration** and from the dropdown select **Print/Upload Registration form**.



Step 7: Enter **reference number**, **security code** and click on **submit** button, an **OTP** will be received on **registered mobile number** and **Email-id**. Enter any of the **OTP** as shown in the next screen.



Step 8: Enter the **OTP** sent on your **mobile number** or **Email id** and submit the form.



Step 9: Upload the **scanned registration form copy with applicant and competent authority signatures** on the '**Bhavishya**' website.

- The forms will be processed by the concerned Nodal officer-one in each Ministry/Department. Contact details of these Nodal Officers are available on '**Bhavishya**' website.

Contact Details

- E-mail: - [**bhavishya@nic.in**](mailto:bhavishya@nic.in)
- For technical matters: - **011-24640650, 24640651**