



सत्यमेव जयते

# BHAVISHYA



**Pension Sanction & Payment Tracking System For Central Civil Retirees**

**An Initiative of Department of Pension & Pensioner's Welfare**

**INSTRUCTIONS FOR DRAWING & DISBURSING OFFICER (DDO)**

# **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.**

# REGISTRATION OF DDO

## ➤ STEPS TO FILL REGISTRATION FORM

1. Fill 'Registration Form' online at Bhavishya website [bhavishya.nic.in](http://bhavishya.nic.in).
2. Click on the 'Registration' tab in orange on the homepage and select 'Registration form' from the dropdown.

The screenshot displays the Bhavishya website's registration interface. At the top, a navigation bar includes links for 'About Us', 'Downloads +', 'Training', 'User Manuals +', 'Contact us', and 'Nodal Officers List'. The 'Registration +' link is highlighted in orange. A dropdown menu is open, showing 'Registration Form' highlighted in blue. Below the navigation bar, the main heading reads 'REGISTRATION FORM (FOR HOO/DDO/HOD/PAO AND THEIR DEALING HAND)'. A large box labeled 'REGISTRATION FORM' contains a form with the following fields: 'Name', 'Title\*' (a dropdown menu with '-Select-' selected), 'First Name\*', 'Middle Name', and 'Surname'. A red asterisk indicates that the Title, First Name, and Surname fields are mandatory. A red arrow points from the 'Registration +' menu item to the 'REGISTRATION FORM' section. Another red arrow points from the 'Registration Form' dropdown item to the 'REGISTRATION FORM' section. A red number '1' is next to the 'Registration +' menu item, and a red number '2' is next to the 'Registration Form' dropdown item.

3. Fill all the mandatory fields in the registration form.
4. **Email id must be [nic.in/gov.in](mailto:nic.in/gov.in) and must be accessible on <https://mail.gov.in>. Post/Designation based email-id is preferred for e.g. [socash@nic.in](mailto:socash@nic.in) to avoid re-registration in case of transfer and retirement of officer.**

# Registration Form Full View

**REGISTRATION FORM**  
(FOR HOO/DDO/HOD/PAO AND THEIR DEALING HAND)

[\(CLICK HERE FOR NODAL OFFICER REGISTRATION FORM\)](#)

\* Mandatory Field!

Name Title\*  First Name\*  Middle Name  Surname

Date of Birth\*   Date of Retirement\*  

Ministry\*  Department

Attached Office / Subordinate  Division / Office

**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\*

DDO Code  PAO Code\*

Official Address\*

Country\*  State   
District  City\*   
Pincode  Phone (0)\*

Mobile Number\*  Email Id\*

Email-Id must be official, Preferably Post/Designation based like socash@nic.in

Whether this user will replace existing user

Aadhaar No.  Security Code\*

# REGISTRATION OF DDO(contd...)

Functional Designation\* ---Select---

PAO Code\*

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)

DDO

DDO & HOO

5. Select role by clicking on desired functional designation DDO or DDO & HOO (if DDO and HOO are same person).
6. After filling the form, click on 'Submit' button.
7. One Time Password (OTP) will be received on mobile and email id.

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

Mobile OTP:

Email OTP:

Submit Resend OTP

8. Enter the OTP received on mobile and email and click on 'Submit' button.

# REGISTRATION OF DDO (contd...)

9. Reference number is generated in the format BHVYSA.....
10. Note the reference number and take the print out of the form.
11. Take the signatures of applicant (your signature) and competent authority.

## ➤ STEPS TO UPLOAD REGISTRATION FORM

1. Again click on 'Registration tab' and select 'Print/Upload Registration Form'.

Registration + Login

REGISTRATION

PRINT/UPLOAD REGIS

Registration Form

Print/Upload Registration Form

Enter Your Reference No :

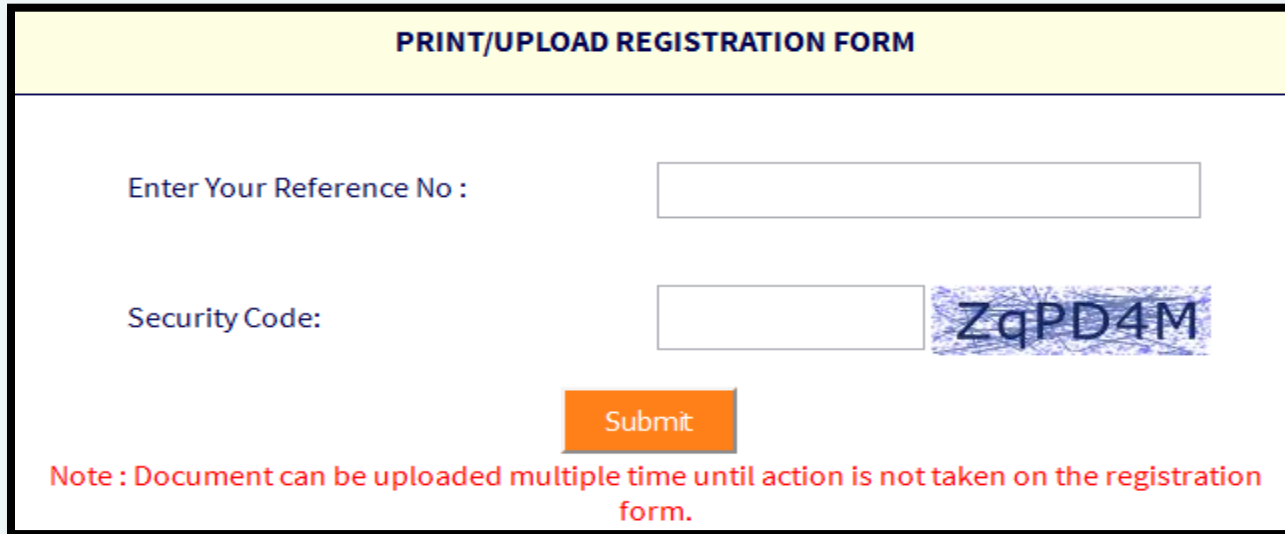
Security Code:

Submit

Note : Document can be uploaded multiple time until action is not taken on the registration form.

PRINT/UPLOAD REGISTRATION FORM

2. New window appears asking 'Bhavishya Reference number' and Security Code.



The screenshot shows a web form titled "PRINT/UPLOAD REGISTRATION FORM". It contains two input fields: "Enter Your Reference No :" and "Security Code:". The "Security Code:" field is filled with the alphanumeric string "ZqPD4M". Below the input fields is an orange "Submit" button. At the bottom of the form, there is a red note: "Note : Document can be uploaded multiple time until action is not taken on the registration form."

3. Enter the reference number and security code and click on 'Submit' button.
4. Enter any One Time Password (OTP) received on mobile or email id.



The screenshot shows a web form with a label "Enter OTP you have received on mobile or email :" and an empty input field. Below the input field is an orange "Submit" button.

5. Upload the scanned copy of registration form (in pdf format not exceeding 1 MB size) duly signed by competent authority and applicant.

# **STAKEHOLDERS**

- **Individual (Retiree & Pensioner)**
- **Drawing & Disbursing Officer (DDO)**
- **Head of Office (HOO)**
- **Head of Department (HOD)**
- **Pay & Accounts Office (PAO)**
- **Directorate of Estates (DoE)**
- **Central Pension Accounting Office (CPAO)**
- **Pension Disbursing Banks**



# **OBJECTIVE**

- **Timely and accurate payment of retirement dues and timely disbursement of first & subsequent pensions.**
- **Tracking of each step of the process by the retiree.**
- **Monitoring by the administration.**

# **SPECIAL FEATURE**

- **Exchange data with various packages like Comp DDO, e-Awas, COMPACT, PARAS etc.**
- **The system sends SMS/E-mail alerts to concerned stakeholders for every action due & performed.**
- **Retirees can track the retirement process online.**
- **Retirees can fill and print all the Pension related forms online.**
- **HOO can perform various activities online like sending forms to DoE.**
- **Auto Generation of Form 7, Form 8 & Calculation sheet.**

# HOW TO ACCESS 'BHAVISHYA'

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

**OR**

- **Go To Pensioners Portal (<http://pensionersportal.gov.in>) and Click on Bhavishya**

# 'BHAVISHYA' HOME PAGE

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS



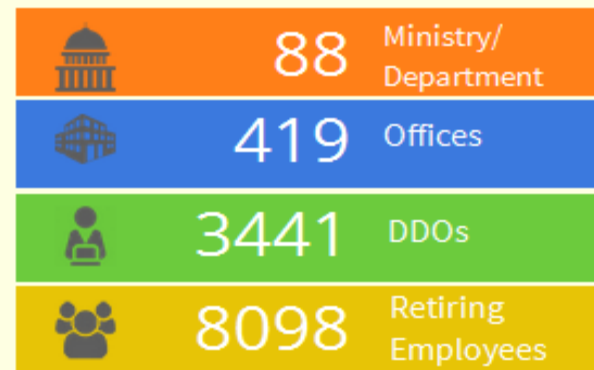
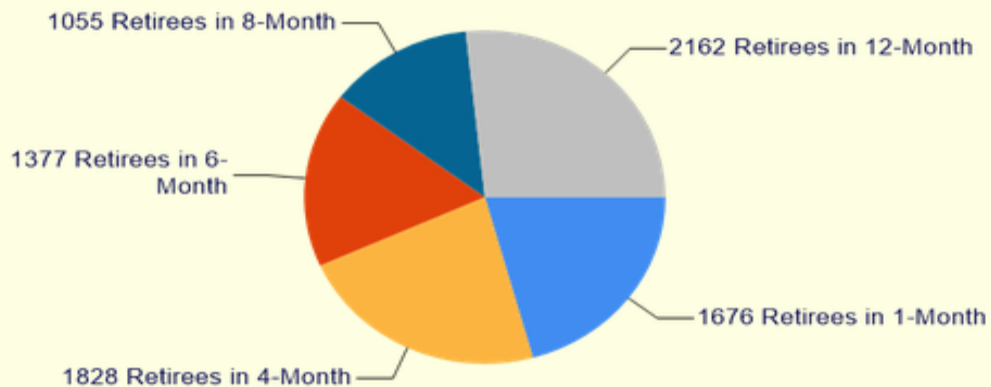
**Bhavishya**  
Pension Sanction & Payment Tracking System  
An Initiative of Department of Pension & Pensioners' Welfare



[About Us](#) | [Downloads +](#) | [Training](#) | [User Manuals +](#) | [Contact us](#) | [Nodal Officers List](#)

[Registration +](#) | [Login](#)

Mandatory use of Bhavishya with effect from 01.01.2017



**What's NEW** Government has increased the commuted portion amount on absorption in a PSU/Autonomous body and are in receipt of 113rd restored commuted portion of pension. - Revised rate effective from 1.7.2016.

**Helpdesk**

Email: [bhavishya@nic.in](mailto:bhavishya@nic.in) | For Technical Problems:(011) 24640650,24640651 | For Administrative and Training Problems: (011) 24644847



[Pensioners' Portal](#) | [Department of Pension & Pensioners' Welfare](#) | [Sankalp](#) | [Anubhav](#) | [CPENGRAMS](#) | [Contact us](#)




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# 'BHAVISHYA' LOGIN PAGE

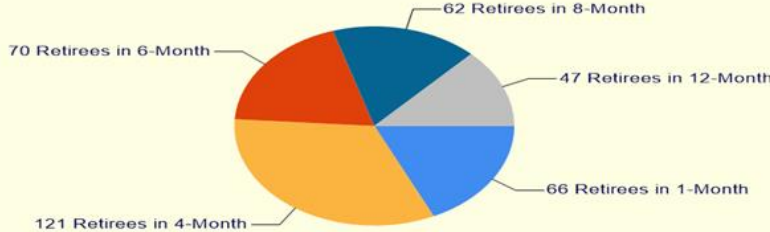
GOVERNMENT OF INDIA | MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS





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



Home | About Us | Downloads + | Training | User Manuals + | Contact us | Nodal Officers List | Registration + | **Login**

**LOGIN**




|   |     |                      |
|---|-----|----------------------|
|  | 25  | Ministry/ Department |
|  | 9   | Offices              |
|  | 114 | DDOs                 |
|  | 366 | Retiring Employees   |

**What's NEW** Retirement of Government Servant under Central Civil Service Pension Rules 1972 and Central Civil Service Extraordinary Pension Rules

**Helpdesk** Email : bhavishya@nic.in | For Technical Problems:(011) 24640650, 24640651 | For Administrative and Training Problems: (011) 24644847

Personers' Portal | Department of Pension & Pensioners' Welfare | Sankalp | Anubhav | CPENGRAMS | Contact us

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## LOGIN

User Type:

UserName:

Password:

Security Code:



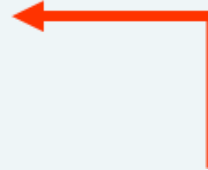
# 'BHAVISHYA' LOGIN PAGE (contd...)

- NIC Email will be the *UserName* and *Password* will be same as your email password.

*For example:- xyz-123@nic.in*

*UserName = xyz-123*

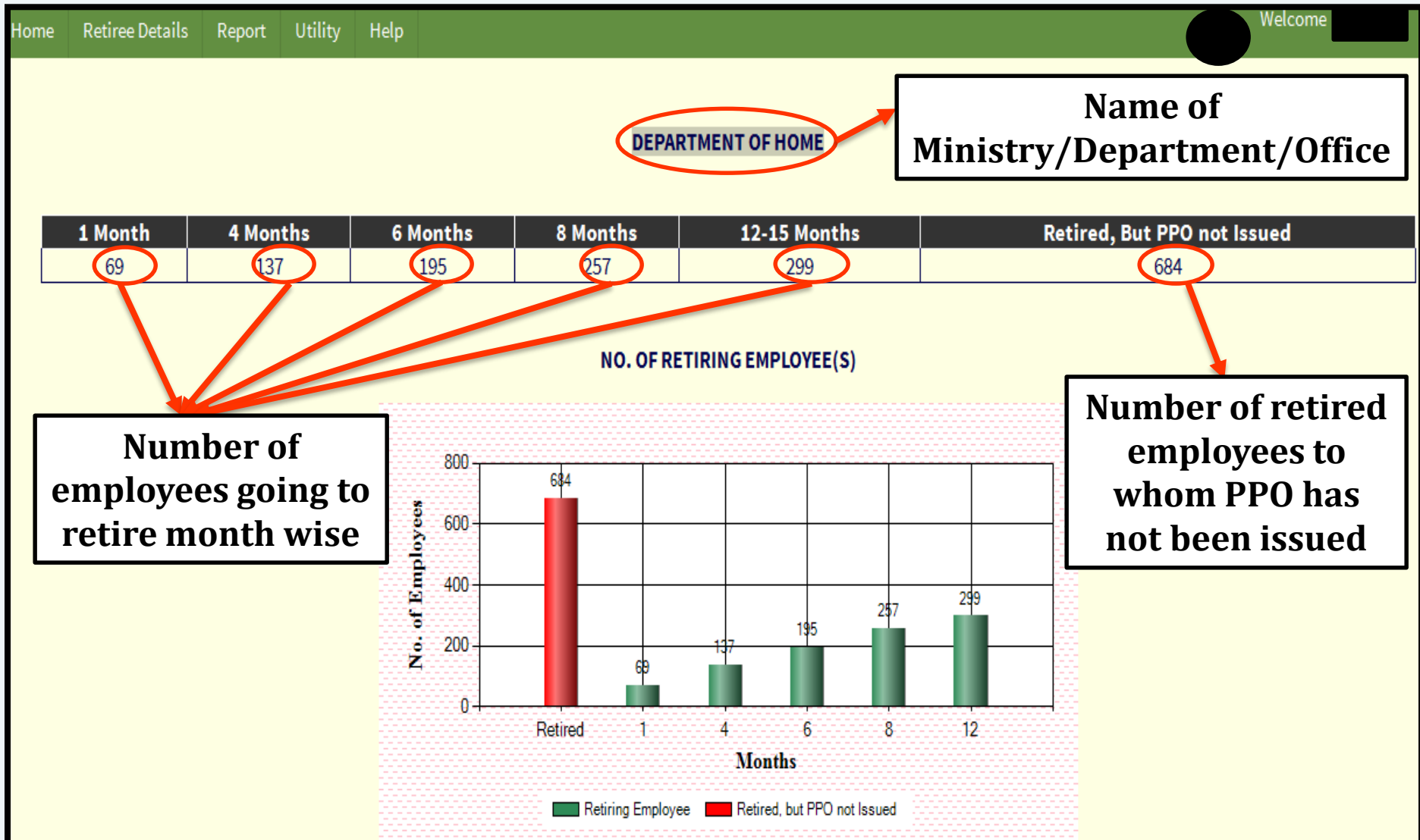
*Password = Same password for this email*



- Department can have more than one login for HOO/PAO & their dealing hands. However, there must be only one active login for DDO processing salary for the employees.

# DDO DASHBOARD IN 'BHAVISHYA'

- As soon as DDO login into Bhavishya, he/she is directed to the DDO dashboard (as shown in the image below).



# UTILITY

If organization uses Salary Package (say Comp DDO)

Home Retiree Details Report **Utility** Help Welcome Role Offices

**2** Import Retiree Details **Utility**

**1** Import Retiree Details

IMPORT RETIREE DETAILS FROM COMPDDO

Kindly download the latest patch of CompDDO then generate XML.

**3** Browse... No file selected. **4** Import

**Click on Browse button to choose XML file** **Click on 'Import' button after browsing XML file**

**GENERAL GUIDELINES TO IMPORT RETIREE DETAILS**

**Action to be taken in CompDDO**

1. Login to CompDDO.
2. Go to Menu "Utility" -> "XML File Generation" -> "Text File Generation"
3. Select Option "XML File For" -> Bhavishya.
4. Select month and year then click on "Generate XML"

**Action to be taken in Bhavishya**

1. Click on "Browse" button and choose generated XML file.
2. Click on "Import" Button to save the data.

[Click here](#) to download detailed document to generate XML file containing retiree details.

**Note 1:** Above activities needs to be performed once in a month after the updation of Master PBR.

**Note 2:** If you do not have CompDDO package, kindly generate the XML file in the below given format and upload it in the BHAVISHYA.  
[XML File Format with sample data](#)

➤ Select 'Utility' and from the dropdown select 'Import Retiree Details'.



- Click on 'Browse' button to choose the XML file generated from salary package. (Refer below slides to know how to generate XML file from Comp DDO)
- Click on 'Import' button to save the retiree data in Bhavishya.
- XML file is to generated and imported in Bhavishya once in a month after the updation of Master Pay Bill Register (PBR).
- 'General Guidelines to Import Retiree Details' is also given on the page.
- If any incorrect retiree detail is added in Bhavishya such as his/her name, pan no., date of birth etc. then first changes are to be made in salary package and then again XML is to be generated and imported in Bhavishya.

If organization use Salary Package other than Comp DDO then it can create a utility for generation of XML file according to the sample XML file format given on the site.

**UTILITY**

**Import Retiree Details**  
IMPORT RETIREE DETAILS FROM COMPDDO

Kindly download the latest patch of CompDDO then generate XML.

Browse... No file selected.

Import

**GENERAL GUIDELINES TO IMPORT RETIREE DETAILS**

**Action to be taken in CompDDO**  
Login to CompDDO.  
Go to Menu "Utility" -> "XML File Generation" -> "Text File Generation"  
Select Option "XML File For" -> Bhavishya.  
Select month and year then click on "Generate XML"

**Action to be taken in Bhavishya**

1. Click on "Browse" button and choose generated XML file.
2. Click on "Import" Button to save the data.

[Click here to download detailed document to generate XML file containing retiree details.](#)

*Note 1 : Above activities needs to be performed once in a month after the updation of Master PBR.*

*Note 2 : If you do not have CompDDO package, kindly generate the XML file in the below given format and upload it in the BHAVISHYA.*

[XML File Format with sample data](#)

Create a Utility for generation of XML file according to the sample XML file format given on the site.

1. If organization does not use salary package, then it has to create a Utility for generation of XML file according to the sample XML file format given on the site.
2. After the Utility is created, XML file can be generated and uploaded in 'Bhavishya'.

**Note:** If any correction is to be made in retiree details then first changes should be made in the salary package and then again XML should be generated and imported in Bhavishya.

If retiree has filled and sent the forms to HOO then his/her XML cannot be imported in Bhavishya. In this case, HOO has to first return back the forms to retiree and only then DDO can upload the XML.

Similarly, if the retiree case is sent to PAO then the case should be returned back on both PAO and HOO level first and only then DDO can upload the XML.

# RETIREE DETAILS

If the organization does not use any salary package, then DDOs can add retiree details manually.

The screenshot shows the 'Retiree Details' page in a web application. The navigation bar includes 'Home', 'Retiree Details', 'Report', 'Utility', and 'Help'. A user profile for 'Anil Bansal' is visible in the top right. The main content area has a title 'RETIREE DETAILS' and a total count of 'Total - 1018'. Below the title is a search bar with a text input field for 'Retiree Name/PAN No.', checkboxes for 'Deleted' and 'PPO Issued', and 'Search' and 'Add' buttons. The 'Add' button is circled in red and labeled with a '3'. A box labeled 'Add' with an arrow points to this button. A box labeled 'Updation' with an arrow labeled '2' points to the 'Updation' link in the top left. A box labeled 'Retiree Details' with an arrow labeled '1' points to the main title. Below the search bar is a table with the following columns: S.No., Retiree Name, Designation, PAN No, Gender, Date of Retirement, Date of Birth, Date of Joining, Mobile No, EmailID, Govt. Quarter, Govt. Quarter Address, AAN No., Edit, and InActive. The table contains four rows of data.

| S.No. | Retiree Name        | Designation       | PAN No     | Gender | Date of Retirement | Date of Birth | Date of Joining | Mobile No  | EmailID            | Govt. Quarter | Govt. Quarter Address | AAN No. | Edit | InActive |
|-------|---------------------|-------------------|------------|--------|--------------------|---------------|-----------------|------------|--------------------|---------------|-----------------------|---------|------|----------|
| 1     | Mr. Anup Sing Dhami | assistant manager | AHLPS8998H | Male   | 10/08/2007         | 12/08/1945    | 16/05/1968      | 9718510405 |                    | Yes           |                       | 0       |      | x        |
| 2     | Mr. Sunil Jir Lama  | FA G              | AGLPC2256R | Male   | 31/03/2010         | 04/03/1950    | 17/07/1970      | 9958866325 |                    | No            |                       | 0       |      |          |
| 3     | Mr. Riyaz           | AO                | ACJPS1771P | Male   | 31/03/2010         | 15/03/1950    | 15/01/1970      | 7588180929 | reeyazos@gmail.com | No            |                       | 0       |      | x        |
| 4     | Mr. Akash Das       | OFFICER           | AKXPD1122Q | Male   | 30/04/2011         | 01/05/1951    | 01/05/1989      | 9989756587 |                    | No            |                       |         |      |          |

➤ Follow steps 1 to 3 for adding retiree details.

### RETIREE DETAILS

#### Personal Details

|                            |   |   |                                     |                              |
|----------------------------|---|---|-------------------------------------|------------------------------|
| Name                       | Title <input type="text" value="Mr."/> ▼  | First Name* <input type="text"/>        | Middle Name <input type="text"/>    | Surname <input type="text"/> |
|                            | First Name(Hindi) <input type="text"/>    | Middle Name(Hindi) <input type="text"/> | Surname(Hindi) <input type="text"/> |                              |
| Type of Retirement*        | <input type="text" value="--Select--"/> ▼ |   |                                     |                              |
| PAN No.*                   | <input type="text"/>                      | Unique Aadhaar No.                      | <input type="text"/>                |                              |
| Father's / Husband's Name* | <input type="text"/>                      |   |                                     |                              |
| Gender*                    | <input type="text" value="Male"/> ▼       | Date of Birth*                          | <input type="text"/>                |                              |
| Mobile Number              | <input type="text"/>                      | Email ID                                | <input type="text"/>                |                              |

#### Official Details

|                       |                      |  |   |
|-----------------------|----------------------|--|---|
| Designation*          | <input type="text"/> | Group*   | <input type="text" value="-----Select-----"/> ▼ |
| Date of Joining*      | <input type="text"/> | Date of Superannuation*  | <input type="text"/>                            |
| Date of Retirement*   | <input type="text"/> | Govt. Accommodation provided by Directorate of Estates at any time of service* | <input type="text" value="Yes"/> ▼              |
| Govt. Quarter Address | <input type="text"/> | AAN No.  | <input type="text"/>                            |



➤ Fill the details of the retiree who is going to retire in 12 months and click on 'Save' button.

➤ Retiree detail is added in Bhavishya.

Home **Retiree Details** Report Utility Help

Welcome [User] Role [Role] Offices [Offices]

**Update** **Retiree Details**

**Update**

**As soon as Retiree Details are saved, his/her data displays here**

**Search can be done using Retiree Name/Pan no.**

**Manual entry can be edited from here**

Retiree Name/PAN No.  Deleted  PPO Issued  **Search** **Add**

Total - 1018

| S.No. | Retiree Name        | Designation       | PAN No     | Gender | Date of Retirement | Date of Birth | Date of Joining | Mobile No  | EmailID            | Govt. Quarter | Govt. Quarter Address | AAN No. | Edit | InActive                            | XML Data    |
|-------|---------------------|-------------------|------------|--------|--------------------|---------------|-----------------|------------|--------------------|---------------|-----------------------|---------|------|-------------------------------------|-------------|
| 1     | Mr. Anup Sing Dhama | assistant manager | AHLPS8998H | Male   | 10/08/2007         | 12/08/1945    | 16/05/1968      | 9718510405 |                    | Yes           |                       | 0       |      | <input checked="" type="checkbox"/> | View Detail |
| 2     | Mr. Sunil Jir Lama  | FA G              | AGLPC2256R | Male   | 31/03/2010         | 04/03/1950    | 17/07/1970      | 9958866325 |                    | No            |                       | 0       |      | <input type="checkbox"/>            | View Detail |
| 3     | Mr. Riyaz           | AO                | ACJPS1771P | Male   | 31/03/2010         | 15/03/1950    | 15/01/1970      | 7588180929 | reeyazos@gmail.com | No            |                       | 0       |      | <input checked="" type="checkbox"/> | View Detail |

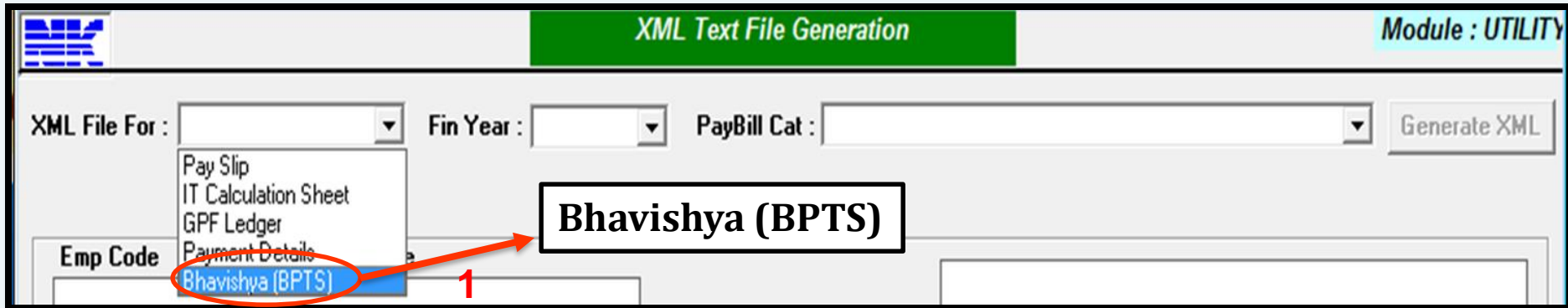
**Note:** If retiree has filled and sent the forms to HOO then his/her details cannot be edited. In this case, HOO has to first return back the forms to retiree and only then DDO can edit his details.

Similarly, if the retiree case is sent to PAO then the case should be returned back on both PAO and HOO level first and only then DDO can edit the details

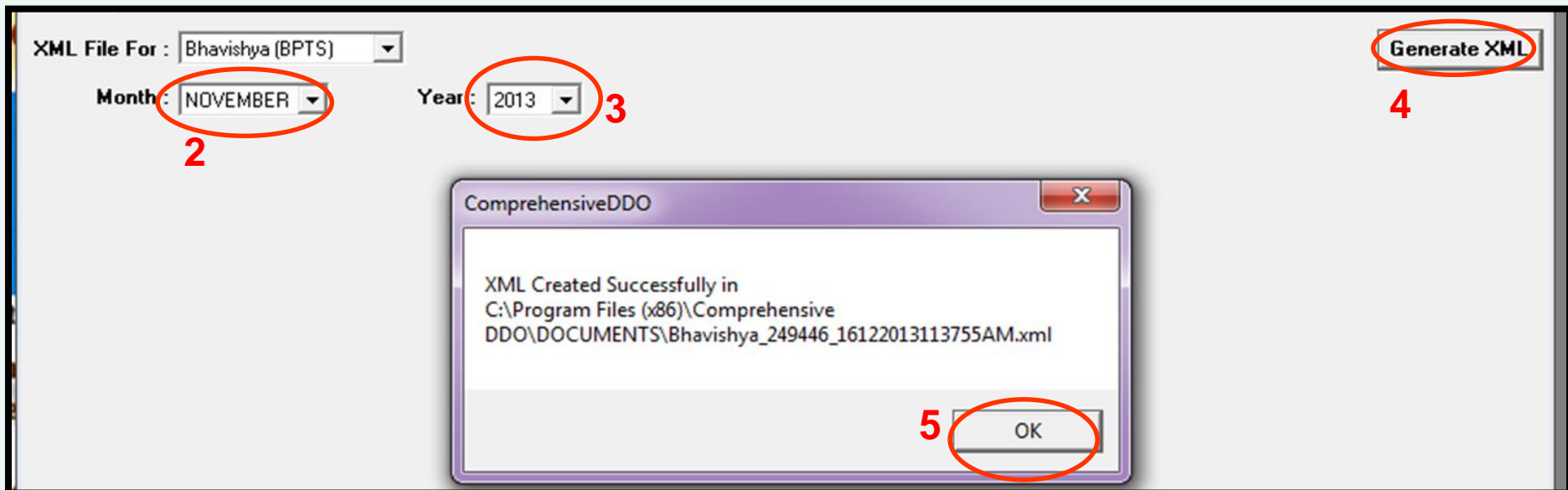
# GENERATE XML FILE FROM COMP DDO

The screenshot displays the 'Comprehensive DDO PACKAGE' interface. The title bar shows 'Vers. 4.00 Rel. Date - 20130718 Status: DDO User Name: ALKALRA Financial Year: 2013-2014'. The menu bar includes 'Salary', 'Arrears', 'Income Tax', 'GPF', 'Other Allowances', 'Advance Bills', 'Contingency Bills', 'Pension', 'Master', 'Receipts', 'Utilities', and 'Exit'. The 'Utilities' menu is open, showing options like 'Backup', 'Import From PAO', 'Export to PAO', 'Cheque Details Entry', 'Epayment Details Entry', 'ECS Statements of All Bills', 'Return / Cancel Bills', 'XML File Generation', 'Bill Search', and 'New Bank Branch ( BSR Code )'. The 'XML File Generation' option is selected, and its sub-menu is open, showing 'Employees Data' and 'Text File Generation'. The 'Text File Generation' option is highlighted. Red arrows and boxes indicate the navigation path: 1. 'Utilities' menu, 2. 'XML File Generation' option, and 3. 'Text File Generation' option. The background features a large watermark 'Comprehensive - XML File Generation' and 'Comprehensive Function Management of Drawing and Disbursement'.

- Go to Menu, select **'Utilities'** → **'XML File Generation'** → **'Text File Generation'**



- Select 'XML File for' → 'Bhavishya (BPTS)'



- Select the **month and year** for which the details of employee is to be exported and click on '**Generate XML**'.
- A dialog box showing the path of XML will pop-up on the screen. Click on '**OK**'.



# CONTACT DETAILS

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

OR

visit <http://pensionersportal.gov.in> and click on 'Bhavishya' link.

- E-mail:- [bhavishya@nic.in](mailto:bhavishya@nic.in)
- For technical matters:- **011- 24640650 & 51**
- For training & other matters:- **011 - 24644847**