



सत्यमेव जयते

BHAVISHYA

Pension Sanction & Payment Tracking System

An Initiative of Department of Pension & Pensioner's Welfare

User Manual - HEAD OF OFFICE (HOO)

Pension Cases of Serving/Retired Government Employees

Last Updated: Friday, 03 June 2022



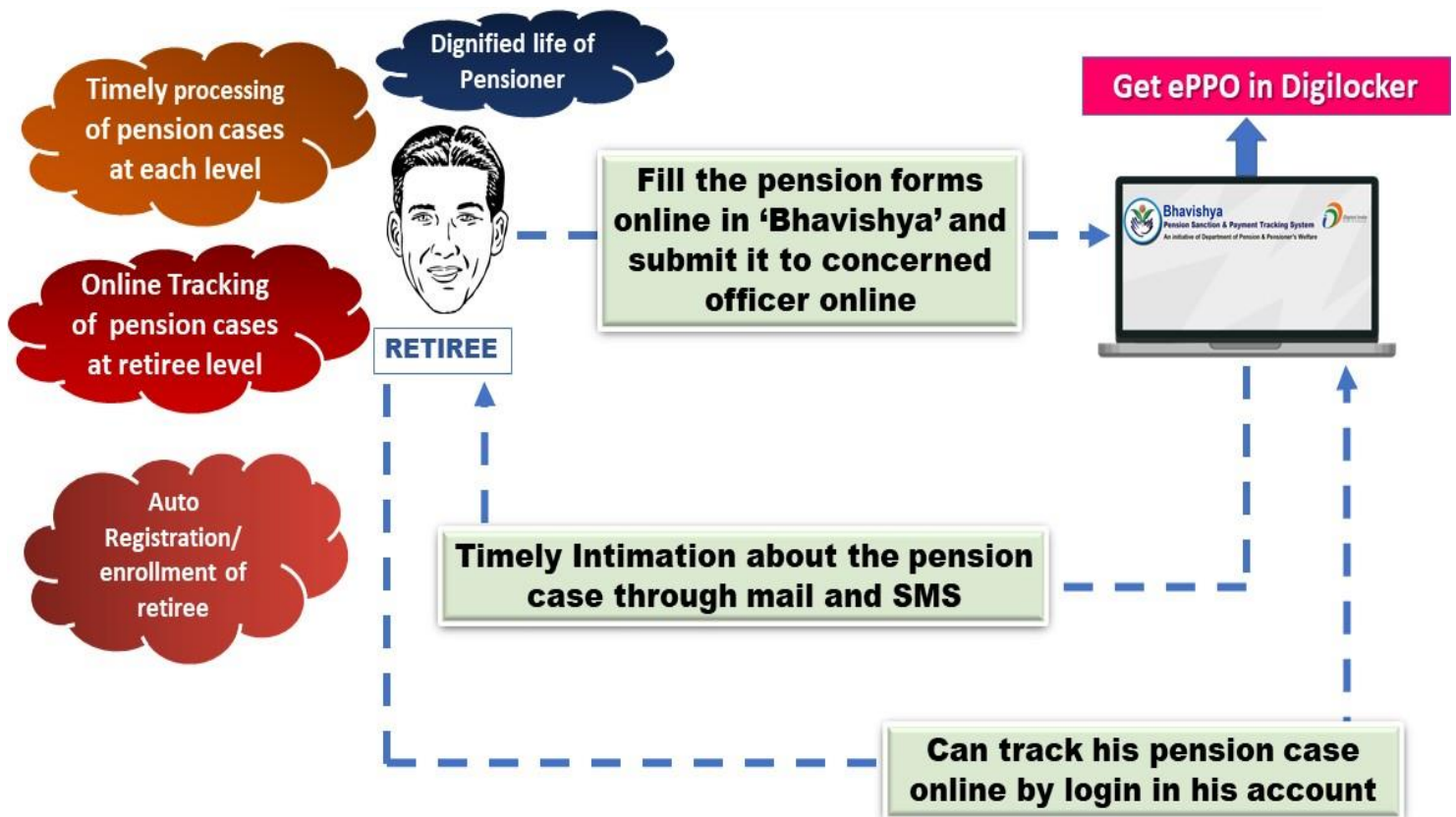
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About “Bhavishya”

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.



Objective

- Retiree should get all the retirement benefits on time and also get the first pension & subsequent pensions on time.



- Timely processing of cases at each level.



- Alerts, Reminder & Notifications to concerned stakeholders for every action due & performed.



- Online tracking of pension cases at retiree level.



- Guide the retirees to fill the forms as per CCS Pension Rules, 1972 and take the necessary steps related to his/her retirement process on time.



Salient Features



Single window and user friendly interface which makes it a convenient approach for retirees to know the whole procedure related to their retirement process online.

Auto registration/enrolment of retiree.

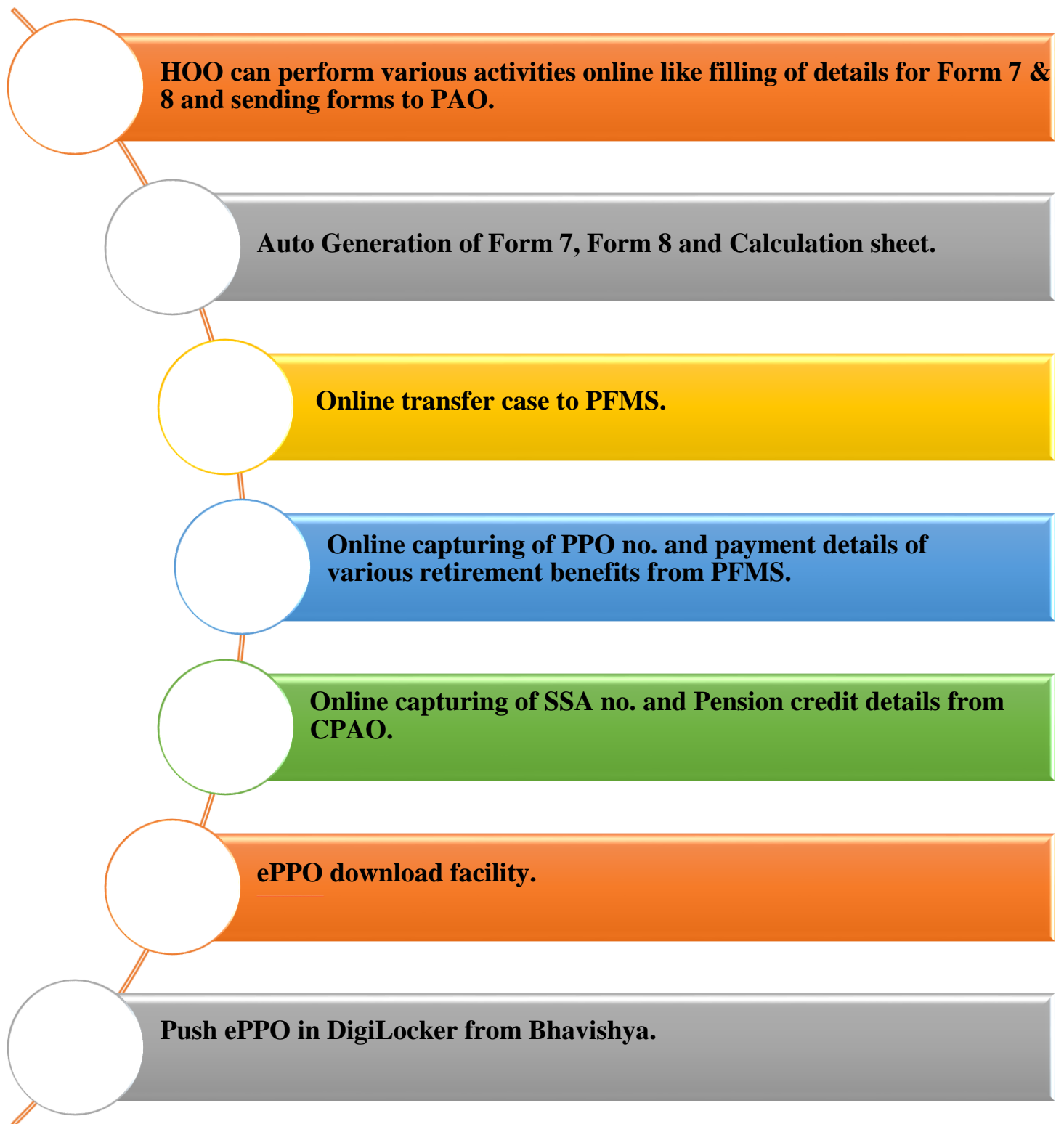
Online registration for DDO/HOO/PAO etc.

Help departmental authorities in monitoring delay.

Retirees can fill and print all the Pension related forms online by login into their accounts.

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

Auto Notifications at different stages of retirement process to ensure smooth working.



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

How to Access “*Bhavishya*”

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

OR

Go to *Pensioners’ Portal*

<http://pensionersportal.gov.in>



Click on *Bhavishya*

Actions by Head of Office (HOO)

1. Login to Bhavishya <https://bhavishya.nic.in>.
2. HOO can view the list of employees who are going to retire in the **next 15 months** under **Retiree Details**. He can also **track the pension process** of every case.
3. HOO will **receive alerts for each pending activity** according to the roadmap set by DOPPW.
4. If there is any detail of retiree which needs correction, HOO must ask DDO to carry out necessary changes in 'CompDDO'/Salary package and upload a fresh XML file in '**Bhavishya**'. If the office is using '**EIS**' then the retiree's enrollment details will be automatically reflected in '**Bhavishya**'.
5. On Home Page, **HOO can view progress report** (both Tabular and Graphical) of actions taken/pending for the retirees.
6. HOO has to complete following **Actions** for each retiree according to the due dates:
 - **Service Verification (12 Months before Date of Retirement):** HOO/Dealing hand has to upload the scanned PDF copy of the Service Verification Certificate of each employee.
 - **Send Forms to Retiree (08 Months before Date of Retirement):** Retiree is asked to fill up the pension forms online. If retiree has mobile no. and email-id, then SMS & Email alert will be sent for online filling of forms.
 - Retiree will login into the software using credentials sent on his/her mobile no. and email-id which will be login id as (PAN) and password (initially DOB as ddmmyyyy, that to be changed mandatorily via OTP).
 - A confirmation Email and SMS will be sent to retiree, giving status of each action.
 - Retiree has to submit NDC request online via link to e-Awas website.
 - Retiree will fill up details required through the menu option – "**Information to be filled by Retiree**".
 - Based on the information filled by retiree; Pension Forms (Form1, Form A, Form3, Form5, FMA, Commutation Form and Undertaking Form) will be auto generated by the software.
 - Retiree needs to click '**Send forms to HOO**' after filling all the forms.

- Once forms have been submitted online to HOO, no editing can be done by retiree.
- Individual will take print out of forms. Duly signed copy of each form is to be handed over to HOO.

- **Verification of Forms (04 Months before date of retirement):** The pension forms received are verified by Head of Office (HOO). If any correction is required, forms can be returned online with remarks/reasons.

- **Action 4 months before date of retirement:** Worksheet of Form 7 and Form 8 are filled online and checked by Head of Office before finally submitting to Pay and Accounts Office (PAO) online as well as signed copy of the forms along with calculation sheet.

- **Send to PAO:** After filling Form 7 and Form 8 send the forms to PAO.

- **PPO (1 month before date of retirement (BDR):** PPO number of the retiree is updated automatically from the '*PFMS*' / '**COMPACT**' package in PAO.

7. Reports: HOO can view various MIS Reports generated by Bhavishya.

8. In Utility, HOO has various options

- **Add/Update Functional Head:** Short Codes can be added as guided by respective PAO.
- **Import Data from EIS:** Any changes made in EIS, can be imported any time in Bhavishya.
- **Retiree Forms:** HOO can fill retiree pension forms from his login itself in case the individual is unable to do so.
- **Identity Card:** Pensioners Identity Card can be generated through this utility.
- **Update Photograph and Sign:** HOO can update images without returning the case to Retiree.
- **Update Undertaking:** HOO can upload fresh file without returning the case to Retiree.
- **Download ePPO:** Retirees' whose cases are processed in Bhavishya with combination of PFMS there ePPO can be downloaded.

Bhavishya: Home Page

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. R. J. Abdul Kalam, Former President of India



ABOUT US | DOWNLOADS | NODAL OFFICERS LIST | FAQs | TIMELINE | CONTACT US
REGISTRATION | LOGIN

Operating Instructions / O.M. regarding Mandatory Use of Bhavishya for Processing of Pension Cases w.e.f. 01.01.2017 and Procedure to Get the Exemption for Exceptional Cases

96
Ministry/ Department *

* including Apex Bodies and UTs

811
Offices

7651
DDOs

133905
PPO Issued

19081
Retiring Employees

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

PPOs Issued



Month	PPOs Issued
Mar	3413
Apr	1923
May	2419
Jun	3290
Jul	3084
Aug	2710

What's New in Bhavishya 8.0
*Click here for more information

Bhavishya 8.0 has been updated with New Features and Mobile Friendly Design.

Personal/Salary Data on Demand
 Get retiree personal/salary data through Employee Information System (EIS)



Who We are?

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 *online 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*.

BEFORE THE IMPLEMENTATION OF BHAVISHYA



DOPPW New OMs & Notifications

Grant of Dearness Relief to Central Government pensioners/family pensioners - Revised rate effective from 01.01.2019-reg

LOCATION

Department of Pension & Pensioners' Welfare
Lok Nayak Bhawan, Khan Market,
New Delhi - 110 003

TECHNICAL HELP

(011) 24640650
(011) 24640651
bhavishya@nic.in

20920 Calls handled since 01/06/2020
 34289 Emails handled since 01/04/2020

Working Hours :
Monday to Friday (9:00am to 5:30pm)
[except gazetted holidays]

Video Gallery | How to Avail Service | Privacy Policy | Sitemap | Report Cyber Security Incidents | Application Security Audit Certificate



संकल्प



अनुभव



Pensioners' Portal



Department of Pension & Pensioners' Welfare



CPENGRAMS



Dashboard



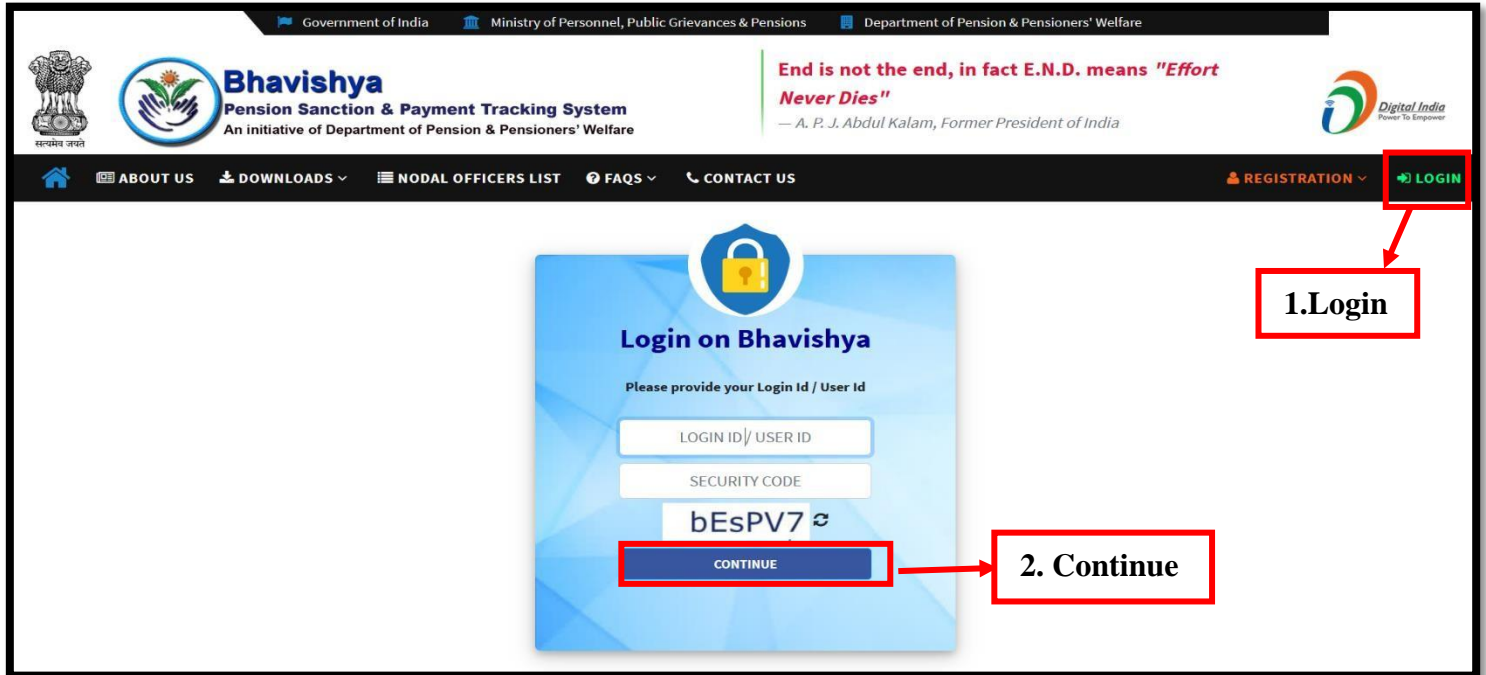
15 YEARS OF CELEBRATING THE MAHATMA


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Website is Compatible with all major Browsers like Mozilla Firefox, Google Chrome, Internet Explorer, Microsoft Edge etc.

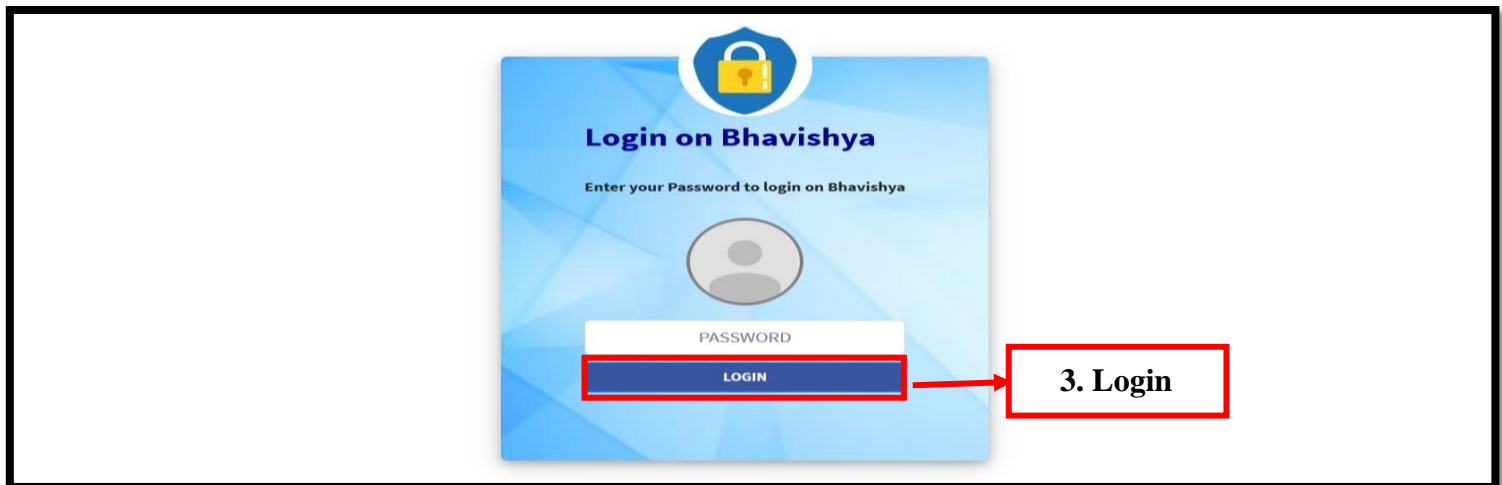
Last Updated : 13/08/2021
 Best Viewed in 1440 x 900 resolution

Bhavishya: Login Page



Step 1: Click on **Login** menu on homepage.

Step 2: Enter user id or email registered with '**Bhavishya**' and **Security code** and click on '**Continue**' button.



Step 3: Enter password and click on '**Login**' button.

Note: Password will be same as the password used to access email on **email.gov.in** portal

For example: If email id registered in Bhavishya is **xyz-123@nic.in**

Password: will be same as the password used to access this email

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

Bhavishya: HOO Dashboard

The dashboard displays the following data:

Retiring Employee(s)

1 Month	2-4 Months	5-6 Months	7-8 Months	9-15 Months	Total
2	1	0	0	1	4

Retired, But PPO not Issued

Superannuation	Other than Superannuation	EOP	Vigilance / Other	Total
45	48	13	0	106

Family Pension Cases

Family Pension	Extra Ordinary Family Pension	Total
27	12	39

Cases Returned from PAO

Superannuation/VRS/Others	Family Pension	EOP	EOFP	Total
0	0	0	0	0

[Click here](#) to know the procedure of updation of PPO No., which are issued manually by PAO and date of retirement/death is on or before 30.11.2019

Your Contact Detail with us Mobile No. 9036360038 [Click here to Update](#)

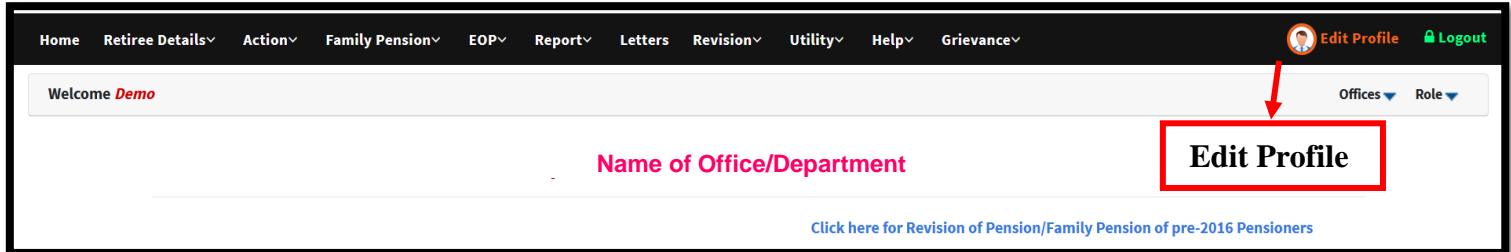
Grievance is pending against you. For reply [Click here](#)

Click here for User manual to know the procedure of updating PPO no. manually

- HOO can view the list of retirees going to retire in next 15 months in tabular and graphical form.
- HOO gets SMS/E-mail alert for each activity due & performed.

Edit Profile

- If HOO login id is **designation or office based** then on appointment of new HOO, the new user details can be updated from **Edit Profile** menu after login in Bhavishya.
- Also, **signature of HOO** (required for generation of Pensioners's id card) can be updated from **Edit Profile** menu.



EDIT PROFILE

User Profile

*** Mandatory Field!**

Name	Title Mr. <input type="text"/>	First Name * <input type="text" value="Demo"/>	Middle Name <input type="text"/>	SurName <input type="text"/>
Name of the Officer	<input type="text" value="Demo"/>			
Gender*	<input type="text" value="Male"/>	Employee Code <small>(Organisation Emp Code if any)</small>	<input type="text" value="5102"/>	
Date of Birth*	<input type="text" value="01/03/1975"/>	Date of Retirement/ Contract	<input type="text" value="28/02/2035"/>	
Ministry	<input type="text"/>			
Office	<input type="text" value="--"/>		Department	<input type="text"/>
		Designation*	<input type="text" value="ssa"/>	

Address(Office)


House No./Street No.*	<input type="text"/>		
Road/land Mark	<input type="text"/>		
Locality/Mohalla	<input type="text"/>		
Country	<input type="text" value="INDIA"/>		
State	<input type="text" value="DELHI"/>	District	<input type="text" value="Central Delhi"/>
City	<input type="text"/>	Pin Code	<input type="text" value="110003"/>
Telephone (O)	<input type="text"/>	(R)	<input type="text"/>

Fax	<input type="text"/>	Mobile Number:*	<input type="text" value="+91 0000000000"/>
Email ID	<input type="text" value="@nic.in"/>	Alternative Email ID	<input type="text"/>

Select your Image:


* Note:Size should not exceed 70 KB!!!.(only jpg,png & jpeg)

Upload PhotoGraph



Upload scanned image of signature:

* Note:Size should not exceed 70 KB!!!.(only jpg,png & jpeg)



Update

Multiple Offices/Roles

Selecting Offices

- If a user has been appointed as HOO/DDO/Dealing Hands of more than one office, then he/she needs to mail at bhavishya@nic.in with his/her offices DDO code and PAO code.
- After the office is added in Bhavishya, select the office of the retiring employee by **clicking on Office button** and selecting the **concerned office from dropdown**.

The screenshot shows the Bhavishya portal interface. At the top, there is a navigation bar with links like Home, Retiree Details, Action, Family Pension, EOP, Report, Letters, Revision, Utility, Help, and Grievance. On the right, there are links for Edit Profile and Logout. The main content area displays a 'Welcome Demo' message and a 'DASHBOARD' section for 'Retiring Employee(s)'. A table shows the number of employees retiring within different timeframes:

1 Month	2-4 Months	5-6 Months	7-8 Months	9-15 Months	Total
8	2	1	0	0	11

On the right side, there is a dropdown menu for 'Offices'. The 'Department of Pension & Pensioners' Welfare' option is selected. A callout box with the text 'Select Office from dropdown' points to this dropdown menu.

Selecting Roles

- If a user has more than one role, then he/she needs to select the desired role by **clicking on Role button** and selecting the **role from dropdown**.

The screenshot shows the Bhavishya portal interface, similar to the previous one. The 'Role' dropdown menu is open, showing options like Dealing Hand to PAO, Dealing Hand to HOO, DDO, System Admin, PAO, HOO, and Admin. The 'HOO' option is selected. A callout box with the text 'Select desired Role from dropdown' points to this dropdown menu.

Action

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

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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

Home Retiree Details **Action** Family Pension EOP Report Letters Revision Utility Help Grievance Edit Profile Logout

Welcome Demo Offices Role

Service Verification(12M BDR)
Send Form To Retiree(8M BDR)
Form Received(6M BDR)
Forms Verification(4M BDR)
Fill Form 7 And 8 (4M BDR)
Send To PAO
PPO Status(1M BDR)
PPO Not Issued

Click here for Revision of Pension/Family Pension of pre-2016 Pensioners

DASHBOARD
Retiring Employee(s)

Month	2-4 Months	5-6 Months	7-8 Months	9-15 Months	Total
8	2	1	0	0	11

HOO has to complete all the actions in sequence for all the retiring employees with-in the given time frame.

➤ Scanning and uploading of concerned document is required in

- Service Verification (12M BDR)
- Form Received (6M BDR)

➤ Automated Actions

- Send form to Retiree (8M BDR)
- Form Received: Capturing “Form Sent Online Date by Retiree” (6M BDR)
- PPO Issued

***M: Months**

***BDR: Before Date of Retirement**

Action: Service Verification (12M BDR)

*M: Months
*BDR: Before Date of Retirement

Action → Service Verification (12M BDR)

The screenshot shows a web application interface. On the left, a sidebar menu has 'Service Verification(12M BDR)' highlighted. Below it are other menu items like 'Send Form To Retiree(8M BDR)', 'Form Received(6M BDR)', etc. The main area shows a 'DASHBOARD' for 'Retiring Employee(s)' with a table that has columns for 'Month', '2-4 Months', '5-6 Months', '7-8 Months', '9-15 Months', and 'Total'.

SERVICE BOOK VERIFICATION

1 (Action to be Taken 12-15 Months Before Date of Retirement)

Service Book Not Verified : 44

Service Book Verified : 32

HOO can view uploaded Service verification certificate in 'Service Book Verified'.

Note : Service Verification Certificate Should be in PDF Format.

Step 1: Click on 'Service Book Not Verified'.

Service Book Not Verified										
S.No.	Name	Designation	Date of Birth	Date of Retirement	Due Date	Service Verified		Upload Certificate		
						From	To	Browse...	No file selected.	
1	Mr. Ravi Bhusan	po	06/05/1960	26/07/2017	25/10/2017			Browse...	No file selected.	
2	Mr. Abha	so	12/01/1959	31/01/2019	31/01/2018			Browse...	No file selected.	
3	Mr. Gaurav	So	01/10/1959	30/09/2019	30/09/2018			Browse...	No file selected.	
4	Mr. Brajesh	SO	10/12/1970	24/11/2019	30/11/2018			Browse...	No file selected.	
5	Mr. Priya Sharma	So	30/12/1959	01/12/2019	31/12/2020	01/01/1989	15/09/2020	Browse...	No file selected.	
6	Mr. Sushil	DEVELOPER	27/12/1980	31/12/2019	31/12/2018			Browse...	No file selected.	
						Date of Service Verification		15/09/2020	Submit	

Step 2: Click on **checkbox** against the retiree name whose service is to be verified.

Step 3: Specify the period of service verified. (i.e. from Date of Joining to the date till when service is being verified).

Step 4: Scan and upload the **Service verification certificate**.

Step 5: Enter **Date of Service Verification**.

Step 6: Click on **Submit** button.

➤ HOO can view uploaded Service verification certificate in 'Service Book Verified'.

Action: Form Received (6M BDR)

*M: Months
*BDR: Before Date of Retirement

Action → Form Received (6M BDR)

The screenshot shows a dashboard with a navigation menu on the left containing options like 'Service Verification(12M BDR)', 'Send Form To Retiree(8M BDR)', 'Form Received(6M BDR)', 'Forms Verification(4M BDR)', 'Fill Form 7 And 8 (4M BDR)', 'Send To PAO', 'PPO Status(1M BDR)', and 'PPO Not Issued'. The main content area displays a 'DASHBOARD' for 'Retiring Employee(s)' with a table showing counts for different time periods: 1 Month, 2-4 Months, 5-6 Months, 7-8 Months, 9-15 Months, and Total.

Forms Not Submitted Electronically

The card displays 'FORMS RECEIVED FROM RETIREE (Action to be Taken 6 to 8 Months Before Date of Retirement)'. It includes three statistics: 'Forms Not Submitted Electronically : 28', 'Forms Submitted Electronically but Signed Copy of Forms Not Received : 7', and 'Signed Copy of Forms Received : 41'. A red box highlights the 'Forms Not Submitted Electronically : 28' value, with an arrow pointing to the 'Forms Not Submitted by Retiree online on Bhavishya' text.

➤ Click on 'Forms not submitted electronically' to view the list of retirees who have not submitted their forms online through Bhavishya. You will be directed to the screen given below.

The screenshot shows a page titled 'Fill Retiree Personal Details, Family Details, Nomination Form 1, Nomination Form A, Commutation Details and Checklist for Form 5'. It features a summary bar with '1' in a red box, 'Not Submitted their Forms : 28', and 'Submitted their Forms : 48'. Below is a table with columns: S.No., Name, Designation, Date of Birth, Date of Retirement, View Forms, and Edit Form. The first row is highlighted, and a red box around the 'Edit Form' icon is labeled with a '2'.

S.No.	Name	Designation	Date of Birth	Date of Retirement	View Forms	Edit Form
1	Mr. Amit Tyagi	deputy Sen	10/10/1959	31/10/2019	View	Edit Form
2	Mr. Priya Sharma	So	30/12/1959	01/12/2019	View	Edit Form
3	Mr. Sushil	DEVELOPER	27/12/1980	31/12/2019	View	Edit Form
4	Mr. Mohan Khurana	so	01/10/1965	31/01/2020	View	Edit Form
5	Mr. Karan Kumar	engineer	12/05/1975	31/01/2020	View	Edit Form

➤ If you wish to fill pension forms of any retiree from your login, follow the following steps:

Step 1: Click on **Not Submitted their Forms**.

Step 2: Click on **Edit Form** and fill all the forms for retiree.

Forms Submitted Electronically but Signed Copy of Forms Not Received

No. of retirees who have submitted their forms online, but HOO has not received their forms online

FORMS RECEIVED FROM RETIREE

(Action to be Taken 6 to 8 Months Before Date of Retirement)

Forms Not Submitted Electronically : 28

Forms Submitted Electronically but Signed Copy of Forms Not Received : 7

Signed Copy of Forms Received : 41

➤ After retiree submits forms online, HOO need to receive his forms online too on '*Bhavishya*'.

➤ Click on **Forms Submitted Electronically but Signed Copy of Forms not received.**

Not submitted their Forms										
S.No.	Bank Undertaking Received	Name	Designation	Date of Birth	Date of Retirement	DueDate	Form Send Date by Retiree	Status	Return	
<input checked="" type="checkbox"/>	Browse...	Mr. Harsh Grover	SO	15/06/1956	30/06/2016	31/12/2015	08/01/2020	View Status	Return	
<input type="checkbox"/>	Browse...	Mr. Ravi Bhusan	po	06/05/1960	26/07/2017	25/10/2017	14/08/2020	View Status	Return	
<input type="checkbox"/>	Browse...	Mr. Gaurav	So	01/10/1959	30/09/2019	31/03/2019	16/07/2020	View Status	Return	
<input type="checkbox"/>	Browse...	Mr. Rajiv Singh	head of department	01/04/1960	31/03/2020	30/09/2019	11/03/2020	View Status	Return	
<input type="checkbox"/>	Browse...	Mr. Ramesh Singh	so	04/08/1968	31/03/2020	29/06/2020	12/03/2020	View Status	Return	
<input type="checkbox"/>	Browse...	Mr. Raushan Sharma	engineer	01/05/1965	31/03/2020	30/09/2019	20/04/2020	View Status	Return	
								Date of receipt of Form in Physical	16/09/2020	Submit

Note- Photo of Retiring Employees can be edited in form verification page.

Step 1: Click on the **checkbox** against the retiree whose forms are to be received online.

Step 2: Upload the **Bank Undertaking received** and **signed by retiree**.

Step 3: Enter **Date of receipt of Form in Physical**.

Step 4: Click on **Submit** button.

❖ If any changes are needed in retiree forms on retiree level then, to Return Back the forms to retiree click on '**Return Back**' button. HOO mandatorily has to give the reason for returning the case.

Signed Copy of Forms Received

FORMS RECEIVED FROM RETIREE

(Action to be Taken 6 to 8 Months Before Date of Retirement)

Forms Not Submitted Electronically : 28

Forms Submitted Electronically but Signed Copy of Forms Not Received : 7

Signed Copy of Forms Received : 41

➤ Once the forms are received online it will be seen in **Signed Copy of Forms Received**.

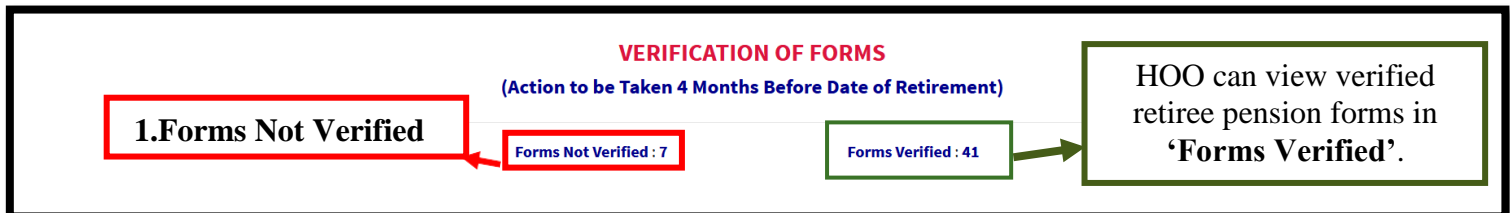
Action: Forms Verification (4M BDR)

*M: Months
*BDR: Before Date of Retirement

Action → Forms Verification (4M BDR)

Forms Not Verified

➤ Pension forms submitted by retiree must be verified 4 months before the date of retirement.



Step 1: To verify the forms sent by retiree online, click on **Forms Not Verified**.

S.No.	Bank Undertaking Received	Name	Designation	Date of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	View/Edit Images	Return Back	Verify
1	Browse... View Undertaking	Mr. Harsh Grover	SO	15/06/1956	30/06/2016	29/02/2016		View	View	Return	Verify
	Browse...	Mr. Ravi Bhusan	po	06/05/1960	26/07/2017	25/10/2017		View	View	Return	Verify
3	Browse...	Mr. Gaurav	So	01/10/1959	30/09/2019	31/05/2019		View	View	Return	Verify
4	Browse...	Mr. Rajiv Singh	head of department	01/04/1960	31/03/2020	30/11/2019		View	View	Return	Verify
5	Browse...	Mr. Ramesh Singh	so	04/08/1968	31/03/2020	29/06/2020		View	View	Return	Verify
6	Browse... View Undertaking	Mr. Raushan Sharma	engineer	01/05/1965	31/03/2020	30/11/2019		View	View	Return	Verify
7	Browse... View Undertaking	Ms. Deepika Sharma	Head of Department	05/04/1960	30/04/2020	31/12/2019	11/03/2020	View	View	Return	Verify

* Please verify the photos & Signature uploaded by Retiring Employee. You can edit these photos and signature by clicking on link in the View/Edit Images Columns.

Step 2: Click on the **'Browse'** button to upload the duly signed copy of Bank Undertaking or click on **'View Undertaking'** to view the uploaded Bank Undertaking.

Step 3: Click on **Verify** button.

View Forms

Forms Not Verified											
S.No.	Bank Undertaking Received	Name	Designation	Date of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	View/Edit Images	Return Back	Verify
1	Browse... View Undertaking	Mr. Harsh Grover	SO	15/06/1956	30/06/2016	29/02/2016		View	View	Return	Verify

- To view the details filled and submitted by retiree click on the '**View Forms**' button.
- On clicking '**View**' button a screen pop-up showing all the details filled submitted by retiree to HOO.

Forms Not Verified

PERSONAL DETAILS

<p>1. Name: Mr. Harsh Grover</p> <p>3. PAN: DSOPS1234F</p> <p>5. Department: Department of Pension & Pensioners' Welfare</p> <p>7. Division:</p> <p>9. Date of Birth: 15/06/1956</p> <p>11. Date of Retirement: 30/06/2016</p> <p>13. Gender: Male</p> <p>14. Father's/Husband's Name: Harish Grover</p> <p>16. Alternate Email:</p> <p>18. Height: 176cm</p> <p>20. Present Address: B-5 Model Town</p>	<p>2. Designation at time of Retirement: SO</p> <p>4. Ministry: Ministry of Personnel, Public Grievances & Pensions</p> <p>6. Office:</p> <p>8. Section:</p> <p>10. Date of Appointment: 15/03/1980</p> <p>12. Date of Superannuation: 30/06/2016</p> <p>15. Email:</p> <p>17. Mobile Number: 9999638327</p> <p>19. Do you have family: Yes</p> <p>21. Address After: B-5 Model Town</p>
--	--

7	Browse... View Undertaking	Ms. Deepika Sharma	Head of Department	05/04/1960	30/04/2020	31/12/2019	11/03/2020	View	View	Return	Verify
---	---	--------------------	--------------------	------------	------------	------------	------------	----------------------	----------------------	------------------------	------------------------

Return Back

Forms Not Verified											
S.No.	Bank Undertaking Received	Name	Designation	Date of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	View/Edit Images	Return Back	Verify
1	Browse... View Undertaking	Mr. Harsh Grover	SO	15/06/1956	30/06/2016	29/02/2016		View	View	Return	Verify

Return

- If any changes are needed in retiree forms on retiree level then, to Return Back the forms to retiree click on '**Return Back**' button. HOO mandatorily has to give the reason for returning the case.
- On clicking '**Return**' button a dialog box will appear in which reason for returning the case has to be mentioned. The reason will be visible to retiree for performing required changes.

✕

Reason for returning the case

<input type="checkbox"/> Correction in Personal Details	<input type="checkbox"/> Correction in Family Details
<input type="checkbox"/> Correction in Nomination Form1	<input type="checkbox"/> Correction in Nomination Form A
<input type="checkbox"/> Correction in Bank Details	<input type="checkbox"/> Correction in Commutation and FMA
<input type="checkbox"/> Correction in Nomination Check List	

Confirm
Cancel

View/Edit Images


Forms Not Verified											
S.No.	Bank Undertaking Received	Name	Designation	Date of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	View/Edit Images	Return Back	Verify
1	Browse... View Undertaking	Mr. Harsh Grover	SO	15/06/1956	30/06/2016	29/02/2016		View	View	Return	Verify


- If any changes are required in images uploaded by retiree, then there is no need to return back the forms to retiree, images can be edited by HOO/Dealing Hand to HOO by clicking on the **‘View/Edit Images’** button.
- On clicking **‘View/Edit Images’** button a screen appears where images need to be uploaded.


* Please verify the photos & Signature uploaded by Retiring Employee. You can edit these photos and signature by clicking on link in the View/Edit Images Columns.

RETIREE PHOTOS AND SIGNATURE


1. Name	Mr. Harsh Grover	2. Designation	SO
3. Date of Birth	15/06/1956	4. Date of Retirement	30/06/2016

5. Upload scanned image of photograph:	Upload Photograph	
* Note:Size should not exceed 70 KB!!!		Remove

6. Upload scanned image of signature	Upload Signature	
* Note:Size should not exceed 70 KB!!!		Remove

7. Upload scanned image of joint photograph	Upload Joint Photograph	
* Note:Size should not exceed 70 KB!!!		Remove

8. Spouse Signature	
* Note:Size should not exceed 70 KB!!!	

Name of the Spouse	Spouse Signature
Ms. Neha Sharma	* Upload Signature 

Update

After uploading the images click on Update button

Action: Fill Form 7 and 8 (4M BDR)

Form 7

*M: Months
*BDR: Before Date of Retirement

Action → Fill Form 7 and 8 (4M BDR) → Form 7

The screenshot shows a dashboard with a navigation menu at the top including Home, Retiree Details, Action, Family Pension, EOP, Report, Letters, Revision, Utility, Help, and Grievance. A sidebar on the left contains various actions like Service Verification, Send Form To Retiree, Form Received, Forms Verification, Fill Form 7 And 8 (4M BDR), Send To PAO, PPO Status, and PPO Not Issued. The main content area features a 'DASHBOARD' section for 'Retiring Employee(s)' with a table showing counts for different retirement periods: 1 Month, 2-4 Months, 5-6 Months, 7-8 Months, 9-15 Months, and Total.

1. Form 7 Not sent to PAO

FILL FORM 7

(Action to be Taken 4 to 6 Months Before Date of Retirement)

Form 7 Not Sent to PAO : 36

Form 7 Return Back from PAO : 0

Form 7 returned back from PAO can be processed from 'Form 7 Return Back From PAO'

Step 1: Click on Form 7 Not Sent to PAO.

Form 7 not Sent to PAO

S.No.	Name	Designation	Date of Birth	Date of Retirement	Current View	Form 7
1	Mr. Govind	MULTI TASKING STAFF	01/06/1958	31/05/2018	View	<input type="checkbox"/> 2
2	Mr. Abha	so	12/01/1959	31/01/2019	View	<input type="checkbox"/>
3	Mr. Mahesh Bhatt	So	20/09/1959	30/09/2019	View	<input type="checkbox"/>
4	Mr. Brajesh	SO	10/12/1970	24/11/2019	View	<input type="checkbox"/>

Step 2: Click on Edit button to open Form 7 Worksheet.

➤ Semi-filled Form7 Worksheet will be available, you can modify the data, if required, like type of pension, last 10 months emoluments etc., as shown on the next page.

WORKING SHEET (FORM 7)
FORM FOR ASSESSING PENSION/FAMILY PENSION AND GRATUITY
[TO BE SENT FOUR MONTHS BEFORE THE DATE OF RETIREMENT TO THE PAO]

* Note: Pensioner must be the primary account holder in case of joint account with the spouse.

1. Name ABHA
 2. Date of Birth 12/01/1959
 3. Type of Retirement * Superannuation
 4. Date of Retirement * 31/01/2019
 a. Date of Joining 08/01/1983
 5. Type of Pension * Superannuation Pension
 6. Designation so
 a. Group * B
 7. Service to which belongs (Indicate name of organized service, if any, otherwise say, General Central Service) General Central Service
 8. Whether declared substantive in any Post under the Central Govt.? * No
 9. Particulars relating to military service, if any N.A
 10. Particulars relating to the service in autonomous body, if any No
 11. Whether any departmental or judicial proceedings are pending against the retiring employee? No
 a. Has the retiring Govt. Servant worked in any of the Organization mentioned in the sub-rule (3A) of Rule 8 of the Central Civil Services (Pension) Rule, 1972 * No
 12. Length of service: 36 Year 0 Months 24 Days
 a. Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rules 59(i) (b) (ii)]
 b. Whether any non qualifying services? No
 c. Whether any additional qualifying services? Yes

Kindly see DOPT O.M. No. 49014/2/2014-Estt.(C) dated 26.02.2016 and O.M. No. 51016/2/90 Estt.(C) dated 10.09.1993 for Counting half of the service paid from contingencies with regular service

S.No.	Type of Qualifying Service	Year	Month	Day	Edit	
1	Counting half of the service paid from contingencies with regular service	2	0	0		
	-----Select-----	-Year-	-Month-	-Dav-		Add

Date from which Temporary Service Started 01/10/1992

d. Whether any leave without pay? No
 13. **Emoluments**
 a. Whether NPA Applicable No
 b. **Emoluments drawn during 10 months preceding retirement :** Manual Entry Import from Salary Package

S.No.	Period From	Period To	Pay in Pay Band - Grade Pay/ Level	Basic Rate	Basic For Avg. Emoluments	Edit	
1	01/04/2018	30/04/2018	1	18000	18000.00		
2	01/05/2018	31/05/2018	1	18000	18000.00		
3	01/06/2018	30/06/2018	1	18000	18000.00		
4	01/07/2018	31/07/2018	1	18500	18500.00		
5	01/08/2018	31/08/2018	1	18500	18500.00		
6	01/09/2018	30/09/2018	1	18500	18500.00		
7	01/10/2018	31/10/2018	1	18500	18500.00		
8	01/11/2018	30/11/2018	1	18500	18500.00		
9	01/12/2018	31/12/2018	1	18500	18500.00		
10	01/01/2019	31/01/2019	1	18500	18500.00		
	7 CPC		--Select--				Add

Show All Emoluments

14. The date on which action initiated to assess the Government dues other than the dues relating to the allotment of Government accommodation as provided in rule 73(1). 01/02/2019
 15. Nationality* INDIA
 17. Remarks, If Any
 Whether Exceptional Case No

Submit & Calculate

Click on 'Add' button after filling all the details i.e. period from, period to, basic, basic drawn etc.

Click on 'Submit & Calculate' after checking all the filled details to automatically generate Calculation sheet.

Select 6th or 7th CPC

Note 1: If any temporary service is there for retiring employee then it should be added in Point 12 (c).

Step 1: Select **Whether any additional qualifying services** as ‘Yes’.

Step 2: Select ‘Counting half of the service paid from contingencies with regular service’ from **Type of qualifying service** dropdown.

Step 3: After mentioning **Year, Month and Day** of temporary service, enter **Date** from which temporary service started.

(Kindly see DOPT [O.M. No. 49014/2/2014-Estt.\(C\) dated 26.02.2016](#) and [O.M. No. 51016/2/90 Estt.\(C\) dated 10.09.1993](#) for Counting half of the service paid from contingencies with regular service.)

Step 4: Click on **Add** button.



Note 2: If any non qualifying services is there for retiring employee then it should be added in Point 12 (b).

Step 1: Select **Whether any non qualifying services** as ‘Yes’.

Step 2: Select **Type of Non Qualifying Service**.

Step 3: Enter **Period From** and **Period To** and click on **Add** button.



Pension Calculation Sheet

PENSION CALCULATION SHEET				
1. Name	MR. ABHA (110092)			
2. Designation				
3. Scale of pay / Pay Band & Grade Pay of the post / Pay Level	₹ 18000-56900, Pay Level : 1			
4. Date of Birth	12/01/1959			
5. Date of entry in the Government service	08/01/1983			
6. Date of retirement	31/01/2019			
7. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)	37 Years 0Month24 Days			
8. Emoluments drawn in the last 10 months				
	From Date	To Date	(Pay Band + Grade Pay)/Pay Level	Basic Rate
	01/04/2018	30/04/2018	1	₹ 18000/-
	01/05/2018	31/05/2018	1	₹ 18000/-
	01/06/2018	30/06/2018	1	₹ 18000/-
	01/07/2018	31/07/2018	1	₹ 18500/-
	01/08/2018	31/08/2018	1	₹ 18500/-
	01/09/2018	30/09/2018	1	₹ 18500/-
	01/10/2018	31/10/2018	1	₹ 18500/-
	01/11/2018	30/11/2018	1	₹ 18500/-
	01/12/2018	31/12/2018	1	₹ 18500/-
	01/01/2019	31/01/2019	1	₹ 18500/-
	Total			₹ 183500/-
9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO)	₹ 18500			
(2) Pension admissible (if qualifying service is ten years or more)	: ₹ 9250			
Calculations to be shown as follows :-	Emoluments or Average Emoluments/2 (18500 / 2)			
10. (1) Emoluments for gratuity (as indicated in PPO)	: ₹ 20165			
(2) Retirement gratuity admissible Calculation to be shown as follows :-	Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) (20165 / 4) x 66			
11. (1) Pay for Family Pension (as indicated in PPO)	: ₹ 18500			
(2) Family Pension admissible	Calculations to be shown as follows :-			
(a) Ordinary Family Pension :	: ₹ 9000			
	Pay last drawn x 30% subject to prescribed minimum and maximum (18500 x 30%)			
(b) Enhanced Family Pension	: ₹ 9250			
	Pay last drawn / 2			
	[Subject to prescribed minimum and maximum as per Rule 54].(18500 x 50%)			
12. Commutation of pension:				
(a) The percentage of pension commuted	: N.A.			
(b) Amount of monthly pension commuted	: N.A.			
(c) Commuted value of pension	: N.A.			
(d) Amount of residuary pension after deducting Commuted portion	: N.A.			
13. Co-Authorization Details				
	Co-Authorization Order	Name of family member	Date of Birth	Relationship
	1	Ms. Abha	01/11/1963	Wife
14. Nationality	: INDIA			

Save Calculation

➤ After checking the calculation sheet, if data is correct, click on 'Save Calculation'.

Form 7 Checklist

Click on Form 7 Checklist

Form 7 Form 7 Checklist

FORM 7 CHECKLIST

1. Whether retiring employee is an allottee of Government accommodation	No
2. If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office	
3. The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-	
4. Date of receipt of 'No demand certificate' from Directorate of Estates	
5. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
6. Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59	07/01/202
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)	
8. Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension	07/01/202
9. Whether any objection received from the employee on the above certificate	N.A.
10. Date on which the employee submitted his application for pension in Form 5	
11. Whether nominations made in Common Nomination Forms for (i) death gratuity/retirement gratuity (ii) payment under CGEGIS (iii) amount of GPF, if applicable (iv) arrears of pension (v) commuted value of pension (if applicable)	Yes
12. (i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972	N.A.
(ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	N.A.
13. Whether Details of family in Form 3 attached	Yes
14. Whether Medical certificate of incapacity (for invalid pension) attached.	N.A.
15. Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	N.A.
16. Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal /removal against Item No. 12 or 13 placed on record.	N.A.
17. Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before four months of the retirement of Government servant attached.	N.A.
18. Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	N.A.
19. # Whether the name of retiring employee in bank account is matching with the name in service book *	Yes

Update

Note:# Kindly cross verify the name in Bank account with the cancelled cheque or first page of passbook submitted by retiree.

Select Yes, if the name of retiring employee in bank account matches with the name in service book.

After filling mandatory fields click on Update button.

Action: Fill Form 7 and 8 (4M BDR)

Form 8

*M: Months
*BDR: Before Date of Retirement

Action → Fill Form 7 and 8 (4M BDR) → Form 8

The screenshot shows the pension portal dashboard. The 'Form 8' menu item is highlighted in red. The dashboard also displays a 'DASHBOARD' section for 'Retiring Employee(s)' with a table showing the number of employees by month: 2-4 Months, 5-6 Months, 7-8 Months, 9-15 Months, and Total.



Step 1: Click on **Form 8 Not Sent to PAO**.

S.No.	Name	Designation	Date of Birth	Date of Retirement	View	Form 8
1	Mr. Govind	MULTI TASKING STAFF	01/06/1958	31/05/2018	View	
2	Mr. Abha	so	12/01/1959	31/01/2019	View	
3	Mr. Mahesh Bhatt	So	20/09/1959	30/09/2019	View	
4	Mr. Brajesh	SO	10/12/1970	24/11/2019	View	
5	Mr. Pranav Sinha	So	01/01/1960	31/12/2019	View	

Step 2: Click on **Edit** button to open Form 8 Worksheet.

The screenshot shows the Form 8 Worksheet form. It includes fields for File Number (53), Name (MR. ABHA), Designation (so), Date of Birth (12/01/1959), and Date of Retirement (31/01/2019). There is also a section for Recoveries with dropdowns for Select Recovery Type and Select Recovery Head, and a text field for Recovery Amount. A 'Submit' button is at the bottom.

- Recoveries pending against the retiree are to be mentioned in this form.
- If retiree does not have recoveries then just fill the 'File number' (number of file which is maintained for the individual manually) and click on 'Submit'.

If any recoveries/dues are there pertaining to retiree/individual then

➤ ***'Select Recovery type'*** for which amount is to be recovered.

5 | Mr. Pran | -- Select --

- Gratuity Withheld-
- Amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement-0216011060200
- Computer (Interest)-0049038000106
- HBA (Interest)-0049038000104
- Motor Car Conveyance (Advance)-7610002020100
- Festive Advance-
- HBA (Advance)-7610002010100
- Overpayment of pay and allowances including leave salary-
- Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)-0021001010200
- Arrears of licence fee for occupation of Government accommodation -0216011060200
- Advance Granted To Families of Deceased Govt. Servant-8550001040200
- Computer (Advance)-7610002040000
- Motor Car Conveyance (Interest)-0049038000105
- Other Motor Conveyance (Advance)-7610002020200
- Other Motor Conveyance (Interest)-0049038000103
- Other Conveyance (Interest)-0049038000102

1. -- Select --

2. --Select--

3. Add Recovery

4. Cancel

7. Remarks (if any)

Submit

Form 8
[See rule 61 (1)]
[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

1. File Number* 53

2. Name MR. ABHA

3. Designation SO

4. Date of Birth 12/01/1959

5. Date of Retirement 31/01/2019

6. Select Recovery Type Select Recovery Head Recovery Amount Add Recovery Cancel

7. Remarks (if any)

Submit

➤ Enter Recovery amount and Click on ***'Add Recovery'***.

If recovery type is not found in drop down then click on 'Others'

➤ As soon as, you click on ***'Others'*** recovery code is asked. Then, you need to first Add/Update ***Functional Heads*** from the ***Utility*** menu as shown under heading ***'Utility: Add/Update Functional Heads'***.

Form 8
[See rule 61 (1)]
[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

1. File Number* 53

2. Name MR. ABHA

3. Designation SO

4. Date of Birth 12/01/1959

5. Date of Retirement 31/01/2019

6. Select Recovery Type Select Recovery Head Recovery Amount Add Recovery Cancel

7. Remarks (if any)

Submit

- After adding the recovery head details in Utility→Add/Update Functional Head, select **Recovery Head** in Form 8 and click on **Add Recovery**.
- After filling all details click on **Submit** button.

Action: Send to PAO

Action → Send to PAO

The screenshot shows the Bhavishya portal dashboard. The left sidebar menu includes options like 'Service Verification(12M BDR)', 'Send Form To Retiree(8M BDR)', 'Form Received(6M BDR)', 'Forms Verification(4M BDR)', 'Fill Form 7 And 8 (4M BDR)', 'Send To PAO', 'PPO Status(1M BDR)', and 'PPO Not Issued'. The 'Send To PAO' option is highlighted in red. The main dashboard area shows a table for 'Retiring Employee(s)' with columns for 'Month', '2-4 Months', '5-6 Months', '7-8 Months', '9-15 Months', and 'Total'.

SEND FORM TO PAO
(Action to be Taken 4 to 6 Months Before Date of Retirement)

1

Form(s) Not Sent to PAO : 36 Form(s) Returned Back from PAO : 0 Form(s) Sent to PAO : 5

Take the print-out of forms (Form7, Form 8 & calculation sheet) & submit the signed copy to PAO.

Forms Returned back from PAO can be forwarded to PAO after editing Form 7 and 8.

Step 1: Click on **Form(s) Not Sent to PAO**.

Form(s) not Sent to PAO

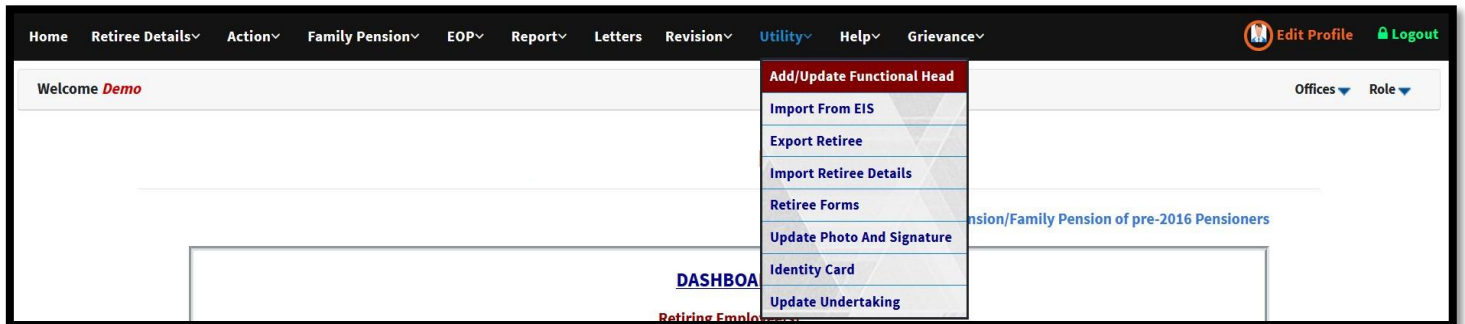
S.No.	Name	Designation	Date of Birth	Date of Retirement	Due Date	Current View	Status	Forward to PAO
1	Mr. Govind	MULTI TASKING STAFF	01/06/1958	31/05/2018	31/01/2018	Form 7 / Form 8	View Status	Forward
2	Mr. Abha	so	12/01/1959	31/01/2019	30/09/2018	Form 7 / Form 8	View Status	Forward
3	Mr. Mahesh Bhatt	So	20/09/1959	30/09/2019	31/05/2019	Form 7 / Form 8	View Status	Forward

Step 2: Send the pension forms to PAO online, after checking the current view of Form 7 and 8. Click on '**Forward**' button to send all the pension forms (Form7, Form 8, Form 1, Form A, Form 3, Form 5) to PAO online.

Note: Action taken by PAO (e.g. status of pension case, assigning of PPO & retirement benefit payment details) updated automatically in the Bhavishya through PFMS.

Utility: Add/Update Functional Head

Utility → Add/Update Functional Head



➤ If recovery head is not found in Form 8, then it can be added here.

A screenshot of a web form titled 'ADD/UPDATE RECOVERY HEAD'. The form contains several input fields for data entry: 'Code', 'Sub Major Head', 'Sub-Head', 'Functional Desc.', 'Category', 'Financial Year' (with a dropdown menu showing '2020-2021'), 'Major Head', 'Minor Head', 'Detail Head', 'Object Head', and 'Grant No.'. Below the input fields are two buttons: 'ADD' (green) and 'Cancel' (black). At the bottom of the form, there is a search section with a 'Search' label and five input fields: 'Code', 'Functional Head', 'Object Head', 'Category', and 'Grant No.'. The text 'Total : 0' is displayed at the bottom right of the form.

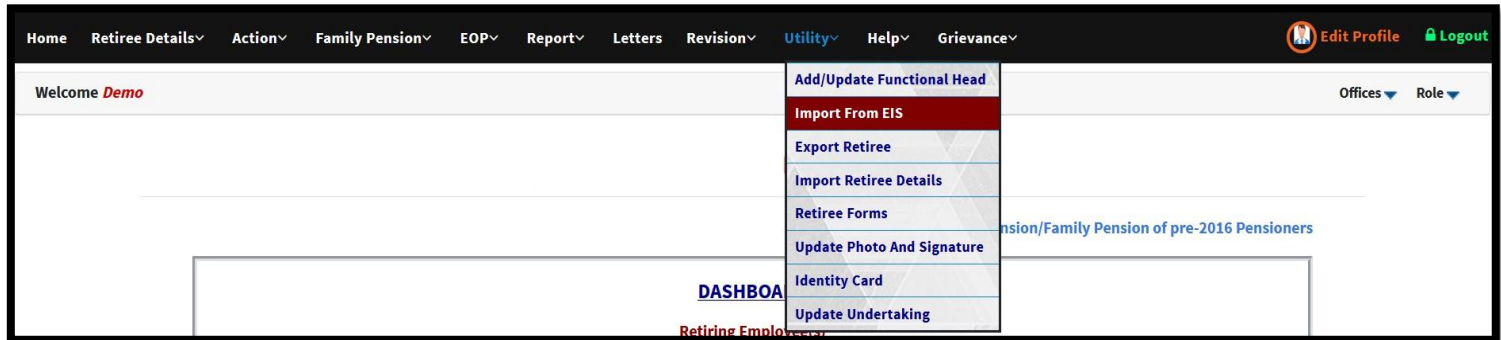
➤ Fill the details like Code, Functional Desc., Object Head, Category, Grant No. etc.

➤ After filling the details click on **ADD** button.

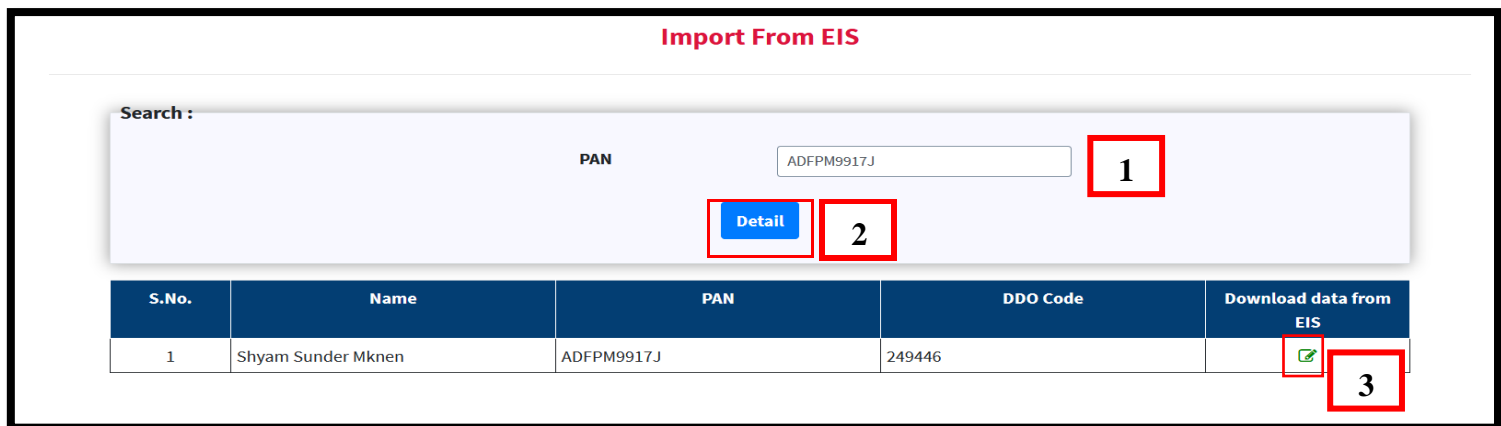
- After adding the details here, go to Form 8 and select desired recovery.

Utility: Import From EIS

Utility → Import From EIS



If any changes are made in **EIS retiree data** that needs to be synched in **Bhavishya** then this Utility can be used. (Make sure that pension forms are at retiree level.)



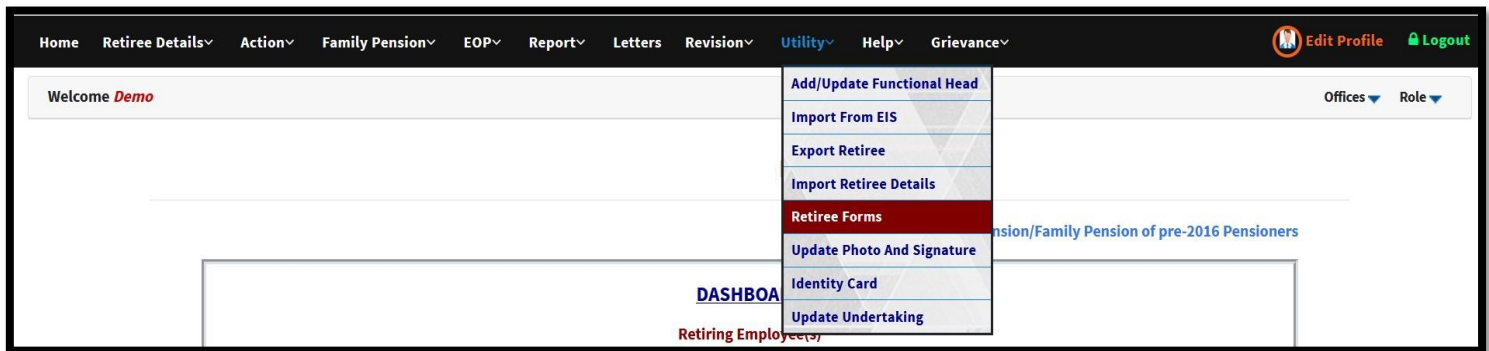
Step 1: Enter PAN.

Step 2: Click on **Detail**.

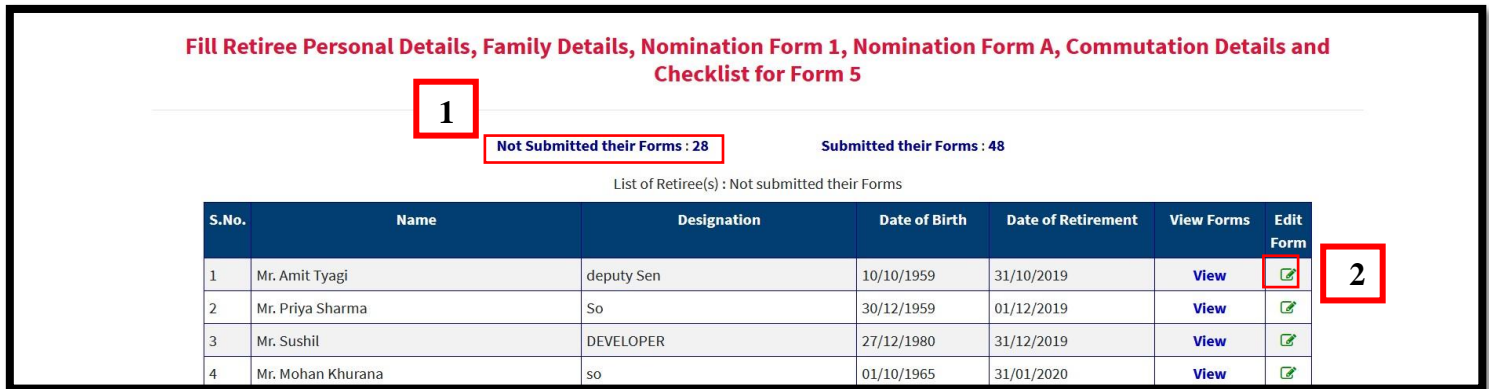
Step 3: Click on **Edit button** to download data from EIS.

Utility: Retiree Forms

Utility → Retiree Forms



If any retiree could not fill his/her forms, then his/her forms can be filled from HOO/Dealing Hand to HOO login using this Utility.



Step 1: To fill pension forms of retiree, Click on **Not Submitted their Forms**.

Step 2: Click on **Edit** button to fill the pension forms.

Utility: Identity Card

Utility → Identity Card



To print Pensioners' Id card, use this Utility.

The form is titled 'PENSIONER'S IDENTITY CARD'. It has a section for 'Select Retirement Date From & To:'. Below this, there are input fields for 'Retirement Date From', 'To', 'Ministry', 'Department', 'Name', and 'PPO'. The 'Ministry' dropdown is set to 'Ministry of Personnel, Public Grievance' and the 'Department' dropdown is set to 'Department of Pension & Pensioners' Welfare'. There are two buttons at the bottom: 'Detail' (green) and 'Printed List' (blue).

Enter **Retirement Date From** and **To** or **Ministry**, **Department** or **Name** or **PPO**, and then click on **Detail**.

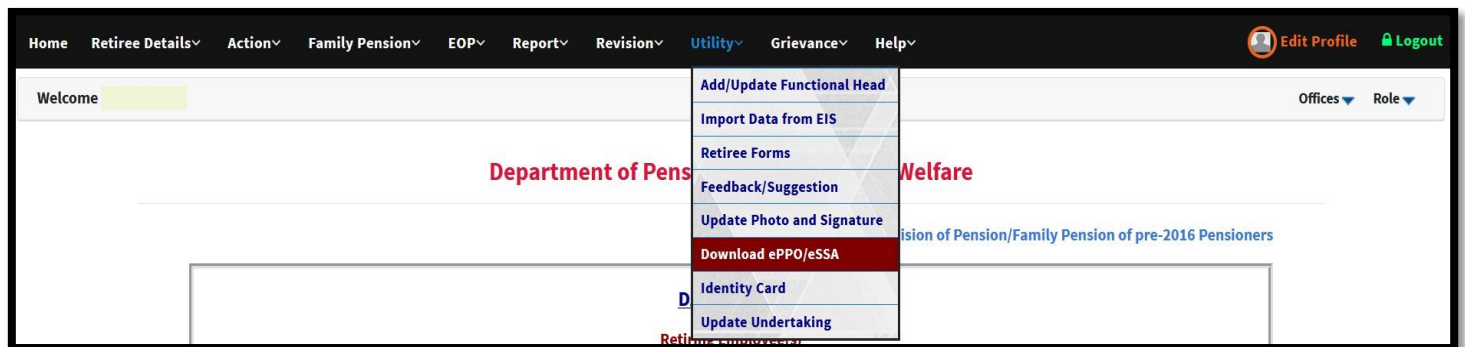
S.No.	Ministry	Department	Pensioner(s) Name	Date of Retirement	Date of Birth	PPO	PAN	Issued Date	Plastic ID Card	Paper ID Card
1	Ministry of Personnel, Public Grievances & Pensions	Department of Pension & Pensioners' Welfare	Mr. T C Varghese	30/04/2020	11/04/1960	494292000253	AFJPC7139N	08/04/2020		
2	Ministry of Personnel,	Department of Pension	Mr. Harjit Singh	30/04/2019	26/04/1959	494291900224	AHIPS4547F	05/04/2019		

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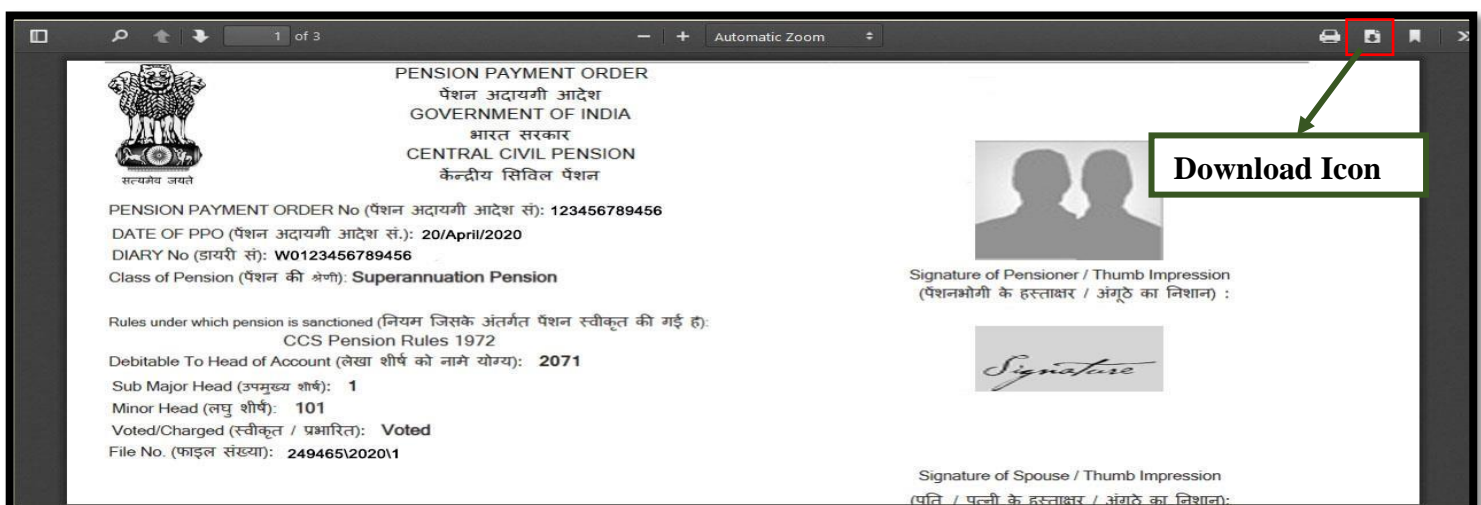
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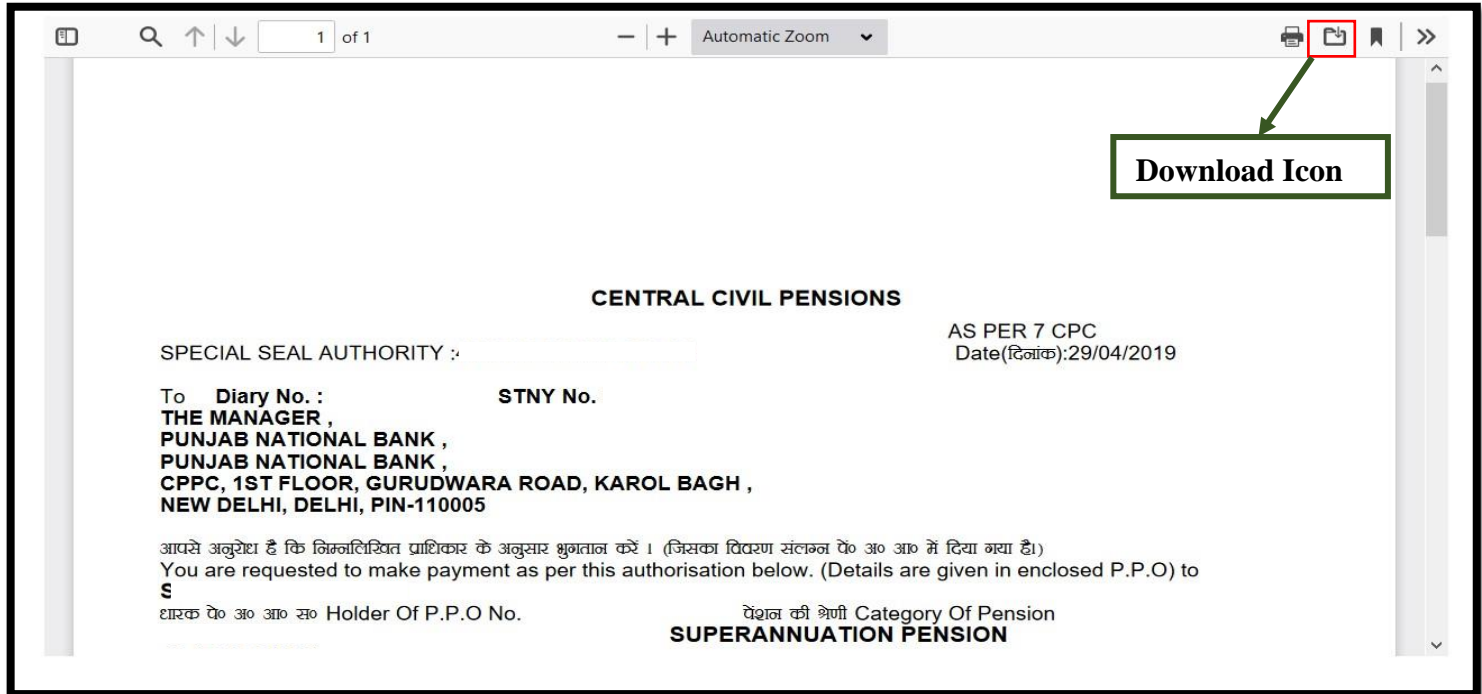
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Date(दिनांक):29/04/2019

To Diary No. : [redacted] STNY No. [redacted]
**THE MANAGER ,
 PUNJAB NATIONAL BANK ,
 PUNJAB NATIONAL BANK ,
 CPPC, 1ST FLOOR, GURUDWARA ROAD, KAROL BAGH ,
 NEW DELHI, DELHI, PIN-110005**

आपसे अनुरोध है कि निम्नलिखित प्राधिकार के अनुसार भुगतान करें। (जिसका विवरण संलग्न पत्रों में दिया गया है।)
 You are requested to make payment as per this authorisation below. (Details are given in enclosed P.P.O) to
 ₹
 धारक पत्रों में संलग्न Holder Of P.P.O No. [redacted] पेंशन की श्रेणी Category Of Pension
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Contact Details

➤ E-mail: [**bhavishya@nic.in**](mailto:bhavishya@nic.in)

➤ For technical matters: **011-24640650, 24640651**