



Pension Sanction & Payment Tracking System For Central Civil Retirees An Initiative of Department of Pension & Pensioner's Welfare

INSTRUCTIONS FOR PAY & ACCOUNT OFFICE (PAO)



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 PAO

STEPS TO FILL REGISTRATION FORM

- 1. Fill 'Registration Form' online at Bhavishya website <u>bhavishya.nic.in</u>.
- 2. Click on the 'Registration' tab in orange on the homepage and select 'Registration form' from the dropdown.



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

Registration Form Full View

| | | | | * Mandatory Fiel | ld! |
|---|---|-----------------|-----------------------------------|--|-----|
| Name | Title* -Select- V First Name * | Middle Na | me | Surname | |
| | | | | | |
| Date of Birth* | | | Date of Retirement * | | 1 |
| Ministry * | Select | ~ | Department | Select V | , |
| Attached Office / Subordinate | Select | * | Division / Office | Select V | / |
| Note: If you do not find your office in t | his list, Kindly contact on these numbers 24640650,24640651 or mail t | o : bhavishya@n | ic.in with your DDO Code,DDO [| Description and PAO Code | |
| Designation* | | | Functional Designation | 1*Select ∨ | |
| DDO Code | | | PAO Code* | | |
| Official Address* | | | | | |
| | Country* INDIA Y | State | Se | lect v | |
| | DistrictSelect v | City* | | | |
| | Pincode | Phone (C |)* | | |
| | | | | | |
| Mobile Number * | +91 | | Email Id * | | |
| | | | Email-Id must be official. Prefer | ably Post/Designation based like socasb@nic it | n |
| Whether this user will replace e | xisting user No V | | | | |
| Security Code* | S6 | b3E | | | |
| | Submit | Reset | | | |
| | | | | | |

REGISTRATION OF PAO (contd...)



- 5. Select role by clicking on desired functional designation PAO/Dealing Hand PAO or PAO & HOO (if PAO 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 PAO (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'.

| Å | About Us | Downloads + | Training | User Manuals + | Contact us | Nodal Officer | s List | _ | Registration + | 🔒 Login |
|---|----------|-------------|----------|--------------------|-------------|---------------|--|-------|------------------------|---------------|
| | | | | | PRINT/ | UPLOAD REGIS | REGISTRATIO | N | Registration Form | |
| | | | | | | | | | Print/Upload Regis | stration Form |
| | | | | Enter Your Refe | erence No : | | |] | | |
| | | | | Security Code: | | | x8A4na | | PRINT/UPL REGISTRAT | OAD ION |
| | | | | | | Submit | | | FORM | |
| | | | No | ote : Document can | be uploaded | multiple time | until action is not taken on the registr | ation | | |
| | | | | | | form. | | | | |
| | | | | | | | | | | |

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

| PRINT/UPLOAD REGISTRATION FORM | | | | | | | |
|--|--------|--|--|--|--|--|--|
| Enter Your Reference No : | | | | | | | |
| Security Code: | ZqPD4M | | | | | | |
| Submit 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.

| Enter OTP you have received on mobil email : | e or | |
|---|------|-----|
| | Subi | mit |

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

PAO ROLE IN 'BHAVISHYA'

- 1. Login in Bhavishya (<u>https://bhavishya.nic.in</u>)
- 2. PAO can now view details as uploaded by HOO.
- 3. View and check Form-1, Form-A, Form-3, Form-5, Form-7, Form-8 for each case.
- 4. If any change/amendment is required, return forms with remarks.
- 5. To transfer pension data from Bhavishya to COMPACT for further processing, download file on to your computer.
- 6. Open COMPACT and incorporate files from Bhavishya utility provided in Compact.
- 7. COMPACT will process the pension case at the dealing hand, Assistant Accounts Officer and PAO level for approval and final issue of the PPO. All these information including details of payment automatically updated in Bhavishya.
- 8. If the Pension case is rejected in COMPACT, it will be automatically returned back in Bhavishya.

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

OR

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

'BHAVISHYA' HOME PAGE



'BHAVISHYA' LOGIN PAGE





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.

IMPORTANT FEATURES

- **Receives List of employees retiring in the next 12-15 months.**
- > Check details of pension case received from Head of Office
- **Generate the retiree details in XML format and incorporate in COMPACT.**
- PPO generation and processing will be reflected immediately in the software through online link with COMPACT.

'BHAVISHYA' PAO DASHBOARD

Retiree List : Show Organisation Wise Fresh and Downloaded List of Retirees and forms submitted by Retiree and Head of Office (HOO)

| | 1 | | | | | | | Ro | le 🔻 | | |
|--|-------------------------|---------------|----------|-------------------|-----------------------|----------------|---|----------------|------|--|--|
| PAO - DEPARTMENT OF PENSION & PENSIONERS' WELFAR | | | | | | FARE PAC | PAO can return back the forms to HOO for correction if required | | | | |
| > Retiree List | DDO-Wise | Retin | ee Wise | bard | | | | ., | | | |
| Fresh List Ministries/Dep | artments | Total No of R | letiring | Downloaded I M | ist inistries/Depa | rtments | Total | No of Retiring | | | |
| Department of Perso | nnel & Training | <u>6</u> | 2 | Depart | ment of Person | nel & Training | ; | <u>4</u> | | | |
| Department of Pension & | Pensioners' Welfare | <u>_</u> | | Department | of Pension & P | ensioners' We | elfare | 2 | | | |
| Department of Personnel & Tra | aining (Fresh) | | | | | | | | | | |
| Name | Designation | | | Foi | rms | | | Return Back | | | |
| Mr. Laxman Prasad | DAFTRY | Form 1 | Form A | Form 5 | Form 3 | Form 7 | Form 8 | Return | | | |
| Shri Shri Krishan | LOWER DIVISION CLERK | <u>Form 1</u> | Form A | Form 5 | Form 3 | Form 7 | Form 8 | Return | | | |
| Ms. Vidya Arora | PRIVATE SECRETARY | Form 1 | Form A | Form 5 | Form 3 | Form 7 | Form 8 | <u>Return</u> | | | |
| Shri Ved Amrit Manchanda | SENIOR PPS | Form 1 | Form A | Form 5 | Form 3 | Form 7 | Form 8 | <u>Return</u> | | | |
| Ms. Veena Bajaj | PRIVATE SECRETARY | Form 1 | Form A | Form 5 | Form 3 | Form 7 | Form 8 | <u>Return</u> | | | |
| Shri. Ashish Chatteriee | SECTION OFFICER | Form 1 | Form A | Form 5 | Form 3 | Form 7 | Form 8 | Return | | | |

PAO can view electronic data transmitted (Form1, FormA, Form5, Form3, Form7, Form8) by HOO by following the steps 1 & 2. He/She can also return back the case to HOO for any correction in retiree forms.

Welcome

Role

| 1 | | PAO | Dashboard | | | | |
|--------------------------------|--------------------|-------------------|-----------|-----------------|------------------|---------|----------------------|
| Retiree List | DDO-Wise | Retiree Wise | | | | | |
| resh List | | | Downloa | aded List | | | |
| Ministries/Depar | tments Tot | al No of Retiring | | Ministries/ | Departments | | Total No of Retiring |
| Department of Person | nel & Training | <u>6</u> | D | epartment of Pe | ersonnel & Train | ing | 2 (4) |
| Department of Pension & Pe | ensioners' Welfare | 2 | Depar | tment of Pensio | n & Pensioners' | Welfare | 2 |
| epartment of Personnel & Train | ning (Downloaded) | | | | | | |
| Name | Designation | | | Foi | rms | | |
| Mr. Laxman Prasad | DAFTRY | Form 1 | Form A | Form 5 | Form 3 | Form | 7 <u>Form 8</u> |
| Ms. Vidya Arora | PRIVATE SECRETARY | Form 1 | Form A | Form 5 | Form 3 | Form | 7 <u>Form 8</u> |
| Ms. Veena Bajaj | PRIVATE SECRETARY | Form 1 | Form A | Form 5 | Form 3 | Form | 7 <u>Form 8</u> |
| | | Form 1 | Form A | Form 5 | Form 3 | Form | 7 Form 9 |

Names of retiree whose XML has been generated will be viewed in 'Downloaded List' by following the steps 1 & 2.

'BHAVISHYA' PAO DASHBOARD (contd...)

DDO Wise : DDOs Registration Status and their Retirees Processing Status



> PAO can also see DDO wise report and DDO registration status.

'BHAVISHYA' PAO DASHBOARD (contd...)

Retiree Wise : No. of Retirees and their status on the basis of Months pending in retirement by following the steps 1 to 4.

| - | | | | | | | | | |
|--|--|-----------------------|---------------------------------------|-----------------------------------|---|-----------------------------------|-----------------------|------------------|-----------------|
| Home Utility | | | | | | | | Welcome Role | |
| Номе |] | PA | O - DEPARTMENT OF | PENSION & PE | NSIONERS' WELFA | RE | | | |
| >> Retiree List | DDO-Wi | se 1 | Retiree Wise Retiring Emp | board bloyee(s) | | | | | |
| 1 Month 4 | Months 6 | 6 Months | 8 Months 12 6 | 2 -15 Months 7 | Retire | ed, But PPO no <mark>55</mark> | t Issued | | |
| | | STATUS RI | EPORT OF RETIR | NING EMPLO | OYEE(S)(IN NE) | (T 1 MONTH |) | | |
| | | S.No. | nistry of Persor nsions Gra | ministrie. Inel, Public | c Grievances a | Total | | | |
| | | S.No. | Ministry epartment of P | //Departm ension & P | ent/Office ensioners' W | Tota elfare 1 | | | |
| | | 2. D | epartment of P | ersonnel & | Training | 5 | | | |
| P | | | Gr | and lotal | | b | | Click He | re for Detail V |
| | | | Ministry of Perso | onnel. Public G | rievances & Pensio | ons | Report Date | 26/12/2016 1 | 1:35 AM |
| | | | Department of R Status Report of R | of Pension & Pe etiring Employ | ensioners' Welfare /ee(s)(in next 1 Mo | nth) | Total No. of Re | etiring Employ | vee(s):1 |
| S.No Name | Date of | list Sent to NDC requ | uest sent Service Verificat | ion Forms sent to | NDC/Demand received | Forms received | Verification of forms | Verified Forms | PPO |
| (Designation) Mr. Harendra 1 Singh (Us) | Retirement / Birth 31/12/2016 15/12/1956 | PAO to I | IA X | X | NA | from Retiree | Completed | sent to PAO X | X |
| Note : NA ->Action | Not Applicable | √->Action Com | nleted X->Action Per | ding Blank-> A | ction not due | | | | |

PAO : Generation of XML File



To generate an XML file containing the details of retiree for COMPACT follow steps 1 to 4.

PAO : Steps to incorporate XML File in COMPACT

Step 1



➢ Select Pension → BHAVISHYA Integration → Incorporation of BHAVISHYA XML File

| 🖻 PAO(DP & AR), New Delhi |
|---|
| Pensioners' Data Incorporation from the Bhavishya |
| |
| Read data fromXML file View Data and Import |
| |
| |
| □ c: [OS_WIN7] |
| COMPACT_049429_21102015114528.xml |
| BILL2494301809150 |
| CBEC |
| HP Universal Print Di 👻 |
| Dead Data Gam Vitil Ga |
| Read Data from XML file |

> Select the XML file to be incorporated and Click on Read Data from XML File



> On Successful incorporation of retiree details into COMPACT above message will pop-up

| ⊐ PAO(DP & / | AR), New Delhi | Pens | ioners' Data Incorpora | tion from | the Bhav | /ishya | × |
|--------------|----------------|----------|-------------------------|------------|-------------|--------------------------------|-----|
| | Read data from | XML file | View Data ar | nd Import | 1 | | |
| | ShowData | 2 | 🗖 Select All | | | Save Data 4 | |
| Select | PAN | DDO CD | PENSIONER NAME | Dt of Ret | Dt of Birth | Office | Pei |
| | ADXPK6195L | 249446 | Shri. N. PRASANNA KUMAR | 31/10/2015 | 23/10/1955 | M/o Personnel,Public Grievance | S |
| | AEHPL8237R | 249430 | Shri. BISHAN LAL | 31/10/2015 | 23/10/1955 | M/o Personnel,Public Grievance | S |
| | AQZPS9802M | 200764 | Shri RAJBIR SINGH | 30/11/2015 | 15/11/1955 | 55-B, B-Wing, New Delhi-110003 | S |
| | 3 | | PAO | - | | × | |
| | | | Data for the PAN numb | er AQZPS9 | 802M has b | een incorporated. | |
| | | | | | | ОК | |
| • | | | | | | | ► |

- ➢ Now Click→ View Data and Import → ShowData
- > Pension cases that are incorporated from Bhavishya get displayed.
- > Now select the PAN on which you have to work and click *Save Data* button.
- > On Successful incorporation you will get the message as shown above

| PAO2000 Ver. 6.01 Rel. 20150930 | ACCOUNTANT(DH) 2015-2016 | |
|--|---|---|
| Pre Check Compilation GPF Master Budget | Pension Utilities Exit | |
| < | Pension Cases | Capture of Pension Case |
| | Commutation Table | Family / Nominee Details |
| D 💷 X 🔳 🖪 🗈 📕 🎮 🔺 🖬 | 😫 🔍 🗁 | |
| 🗗 PAO(DP & AR), New Delhi | | |
| | CAPTURE OF PENSION CASE | Module : PENSION |
| DDO: | ▼ File No./ Date : Class of Pension | f Pay Commission : |
| Title : First Name : Middle Name : Last f Service type Date of | Name : Designation : Office : 27/11/1999 ▼ FN Ret. / 27/11/1999 ▼ AN Super 27/11/1999 ▼ AN Super 27/11/1999 ▼ FN Ret. / 27/11/1999 ▼ AN Super 27/11/1999 ▼ AN Super 27/11/1990 ▼ AN Super 27/11/199 ▼ AN Super 27/11/199 ▼ AN | Last Pay Scale : Grade Pay : Grade : Sex : Gross Service Year Month Day Qualifying Service Year Month Day Half-Yrs Ind. DA Pen. Payment PPO Through CPA0 Thru Bank CPA0 Head Office Bank Details Address Details |
| Commutation Pension Comm Comm. Comm Date | P. 27/11/1999 ▼ Comm. Value | Gratuity Remarks Admissible : Oth. Details Payable : Oth. Details |

- ➢ Select Menu Item Pension → Pension Cases → Capture of Pension Case
- Click on Find

| PAO2000 Ver. 6.01 Rel. 20150930 ACCOUNTANT | IT(DH) 2015-2016 | |
|--|---|-------|
| Pre Check Compilation GPF Master Budget Pension Utiliti | ties Exit | |
| D 📴 🗙 🔳 🗹 🗈 🔳 🖊 🛕 🕒 🌰 🥾 👘 | | |
| 🗈 PAO(DP & AR), New Delhi 3 | | |
| Exequte Query (Ctrl + G) | E OF PENSION CASE Module : PENSION | |
| DDD: 249430 S.O.(CASH), DOPT, NEW DELHI File No.7 JJ-S-1215 | 5 ▼ 27/11/1999 ▼ Class of | |
| Title : First Name : Middle Name : Last Name : Designation | n: Office: Last Pau Scale : Grade Pau : | - |
| DDD Description DDD BMS | -V-0613 Grade : Sex : | _ |
| Service A D. J S T M, NEW DELHI 249433 | Gross Servic | e |
| D.D.O., ARPG, NEW DELHI 249431 1999 11 30-9-1 | C-0713 | |
| Per S.O. (CASH), P.P.W., NEW DE 249446 | Qualifying Service Qualifying Service Half- | Yrs |
| NQS7L S.U.(CASH), DUPT, NEW DELHI 249430 S.U., CV C, NEW DELHI 249434 | Very Marth Day | |
| S.O., SSC (HQ), NEW DELHI 249432 | -Statu | IS |
| | DE Med All - Ava Emolymente - Pen, Paymenty - PPO Through - | |
| | p.m. C Thru Bank C CPAO | 2 |
| | Pension Service Gratuity PAG | 5 |
| | Calculate Bank Det | ails |
| | Withheld 0 Address De | tails |
| | Gratuity: Bemark | s |
| | Normal : Admissible : Oth. Deta | ils |
| | Enhanced : Payable : | |
| | | |
| Commutation | | |
| Pension © % Comm. ☐ 27/11/1999 Date ☐ 27/11/1999 | Comm. Pension Value After Comm. | |
| | | |

- Select the DDO
- > Select the File No.
- Click on Execute Query

| Pre Check Compilation GPF Master Budget Pension Utilities Exit |
|---|
| PAO(DP & AR), New Delhi CAPTURE OF PENSION CASE Module : PENSION DD0: 249430 S.O. (CASH), DOPT, NEW DELHI File No./ JJ-S-1215 Image: State in the image: State i |
| PAO(DP & AR), New Delhi CAPTURE OF PENSION CASE Module : PENSION DD0: 249430 S.O.(CASH), DOPT, NEW DELHI File No./ Date : JJ-S-1215 JJ-S-1215 Date : JJ-S-1215 JJ-S-1215 Date : JJ-S-1215 Dat |
| CAPTURE OF PENSION CASE Module : PENSION DD0: 249430 S.O.(CASH), DOPT, NEW DELHI File No./ Date : JJ-S-1215 Class of Pension : S:SUPERANNUATIC Pay Commission : 6th Image: Commission : Image: Commission : 6th Image: Commission : Image: Commission :< |
| DD0: 249430 S.O.(CASH), DOPT, NEW DELHI File No./ JJ-S-1215 15/10/2015 Pension : S:SUPERANNUATIC Pay Other Structures of Commission : Other Pay |
| |
| Titles - First Names - Middle Names - Last Names - Designations - Offices - Last Rev Seales - Grade Rev - |
| Shri, Valles JOSEPH SECTION OFFICER M/O PERSONNEL.PUBL 9300-34800 V 5400 V Grade : B Sex : M |
| Service type Date of Gross Service Civil Ser → Birth 🗹 04/12/1955 → Joining 🖾 01/09/1980 → FN Death 🖾 31/12/2015 → AN Super annuation 🖾 31/12/2015 → Year Month Day |
| Weightage Qualifying Service |
| Pensioner Rule 30 Year Month Day Half-Yrs |
| NUS/EUL with MC Aveg Emol Recoveries Addl. Qual Service Year Month Day |
| From Date Days To Date Type |
| 1 Med. All. Avg. Emoluments PPO Through |
| 2 p.m. 26939 Thru Bank C CPAU |
| 3 Pension Service Gratuity PAO |
| 4 13630 Calculate Bank Details |
| 5 Withheld O Address Details |
| 6 Gratuity: Remarks |
| 7 Oracity Oracity Oracity Normal : 8178 Click Admissible : 985034 Oth. Details |
| 8 here for Payable : 985034 Patron 1 |
| |
| Pass |
| Pension © % From Comm. Comm. Comm. Factors Pension 0170 |
| Comm. C Fraction 40 Date Conversion Value After Comm. 6176 |
| |
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- > Click on *Edit* button & modify the details, if required.
- Click on Calculate button to calculate the retirement benefits

| <mark>ا چ</mark> | AO2000 Ver. 6.01 Rel. 20150930 | ACCO | UNTANT(DH) | 2015-20 | 16 | | | | | | |
|--|-------------------------------------|---------------|-------------------|---------------|-------------|--------------------------|------------|---|--|--|--|
| Pre Check Compilation GPF Master Budget Pension Utilities Exit | | | | | | | | | | | |
| □ □ × □ • Capture of Pension Cases Capture of Pension Cases | | | | | | | | | | | |
| 6 | PAO(DP & AR), New Delhi | Co | Commutation Table | | | Family / Nominee Details | | | | | |
| Ľ | | | | | | | | | | | |
| PAO(DP & AR), New Delhi | | | | | | | | | | | |
| FAMILY AND NOMINEE DETAILS Module : PENSION | | | | | | | | | | | |
| DDO: 249430 S.O.(CASH), DOPT, NEW DELHI | | | | | | | | | | | |
| Name of Pensioner : Shri. JAMES JOSEPH | | | | | | | | | | | |
| ✓ < Family Exists > | | | | | | | | | | | |
| _ | Family Member Name/Other details Re | elationship N | Marital Status | Date of birth | Whether | Family | For | | | | |
| - | | MIEE | Married | 10/01/1064 | Handicapped | Pensioner | Nomination | | | | |
| | MS. CHRISTIE MARIA JAMES DA | | Unmarried | 25/08/1991 | No | No | | | | | |
| | | | | | | | | J | | | |
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- Click on Find , Select DDO & Select File No.
- > Details of Family populated by clicking the *Execute Query* button
- **Click on** *Edit* button to modify details, if required, and then click on *Save* button

CONTACT DETAILS

https://bhavishya.nic.in

OR

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

- E-mail:- bhavishya@nic.in
- For technical matters:- 011- 24640650 & 51
- For training & other matters:- 011 24655784