



BHAVISHYA



Pension Sanction & Payment Tracking System
An Initiative of D/o Pension & Pensioners' Welfare

User Manual



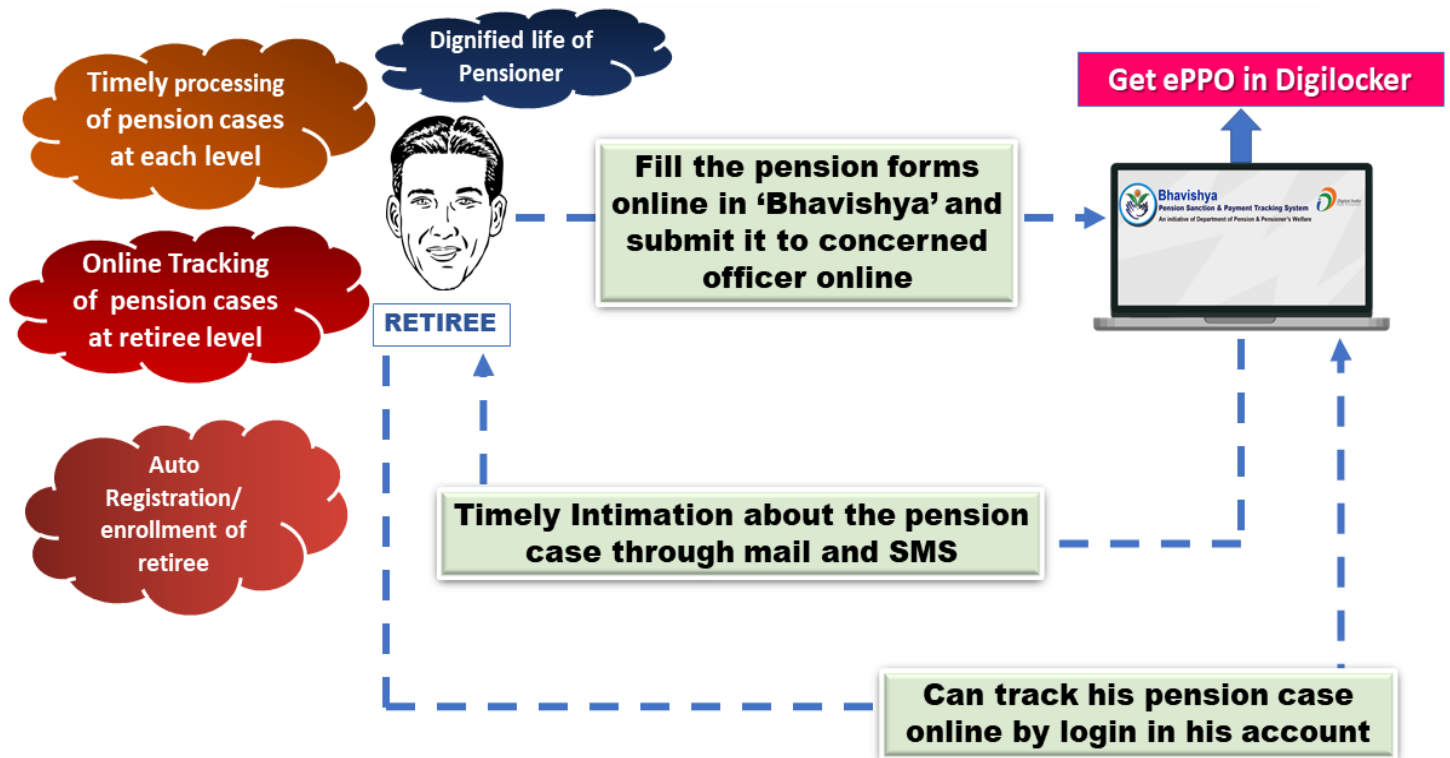
TABLE OF CONTENTS

	<u>Page #</u>
1.0 ABOUT BHAVISHYA	1-1
2.0 OBJECTIVE.....	2-2
3.0 SALIENT FEATURES	3-4
4.0 STAKEHOLDERS.....	5-5
5.0 HOW TO ACCESS BHAVISHYA	6-6
6.0 STEP BY STEP.....	7-7
7.0 REQUIREMENTS FOR RETIREE BEFORE FILLING PENSION FORMS.....	8-8
8.0 “BHAVISHYA” HOME PAGE	9-9
9.0 LOGIN IN “BHAVISHYA” BY RETIREE	10-10
10.0 BHAVISHYA: RETIREE DASHBOARD.....	11-11
11.0 PUSH ePPO IN DIGILOCKER.....	12-14
12.0 INFORMATION TO BE FILLED BY RETIREE.....	15-15
13.0 PERSONAL DETAILS	16-17
14.0 COMMUTATION & FIXED MEDICAL ALLOWANCE (FMA)	18-18
15.0 FAMILY DETAILS (FORM 3)	19-20
16.0 NOMINATION FORM I	21-24
17.0 NOMINATION FORM A	25-25
18.0 BANK DETAILS	26-26
19.0 CHECKLIST.....	27-27
20.0 PREVIEW/ PRINT FORMS.....	28-29
21.0 DOWNLOAD ePPO.....	30-30
22.0 DOWNLOAD eSSA	31-31
23.0 CONTACT DETAILS.....	32-32

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.**

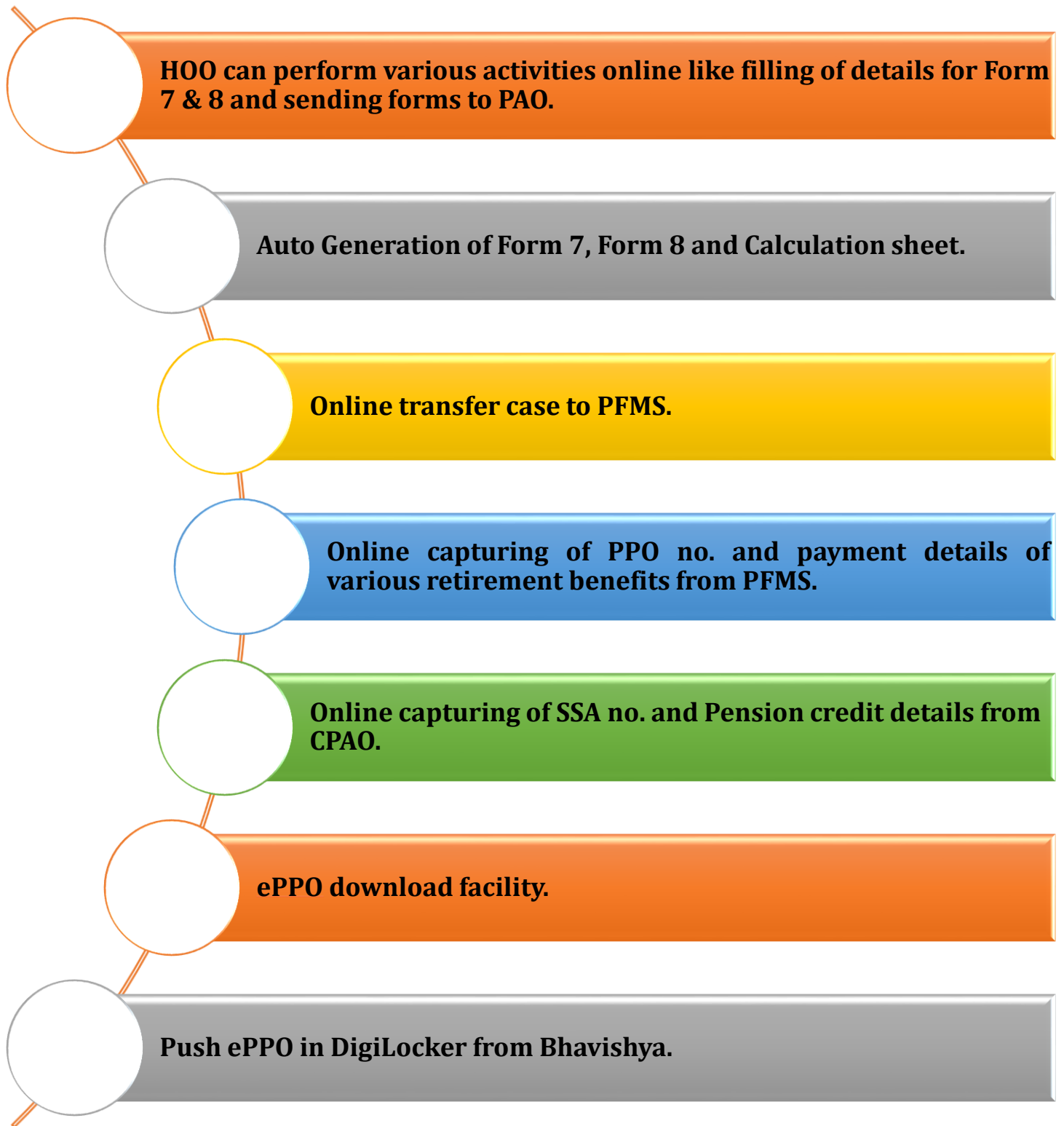
Online registration for DDO/HOO/PAO etc.

➤ **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*

Step by Step

Retiree Login

- **Details of employees** who are going to **retire in 12-15 months** will be added automatically in *Bhavishya* through his/her **salary package (EIS)**.
- **Login details** will also be sent to retiree **12-15 Months before date of retirement** on the **mobile number** and **email id** available in *Bhavishya* portal.

Action by Retiree

- Retiree needs to login into the software & fill the details required for pension forms. When login for first time, **one-time password** will be **Date of Birth** and then it needs to be changed after first login.
- A **confirmation Email and SMS** will be sent to retiree, giving status of each action due and performed.
- Retiree needs to fill up details by clicking on menu - **“Information to be filled by Retiree”**.
- Based on this information; Pension Forms (**Form1, Form A, Form3, Form5, FMA, Commutation Form and Undertaking Form**) will be auto generated by the software.
- Individual will then submit the **auto generated forms** to the HOO by clicking the **‘Send to HOO’** button in menu **‘Preview/Print Forms’**.
- Once forms have been submitted online to **HOO**, no editing can be done by retiree.
- Individual will take **printout of forms one at a time**. Signed copy of each form is to be handed over to HOO.

Requirements For Retiree Before Filling Pension Forms

- **Bank Passbook / Cheque book for confirmation of IFSC (Account should be joint only with spouse and Retiree as Primary account holder).**

- **Date of Birth for all family members including married son, married daughter and parent as per their govt. documents.**

- **Scanned picture**
 - **Retiree single scanned image (Maximum size: 70KB in jpg, jpeg or png format)**

 - **Retiree signature/thumbprint scanned image (Maximum size: 70KB in jpg, jpeg or png format)**


 - **Spouse signature/thumbprint scanned image (Maximum size: 70KB in jpg, jpeg or png format)**

 - **Joint photograph scanned image only with spouse (Maximum size: 70KB in jpg, jpeg or png format)**


- **Identification mark of both Retiree and Spouse.**

- **Disability certificate (if applicable) for respective family members.**

"Bhavishya" Home Page




संस्कृतम् जयते



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

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



Digital India
Power To Empower

ABOUT US

DOWNLOADS

NODAL OFFICERS LIST

FAQS

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

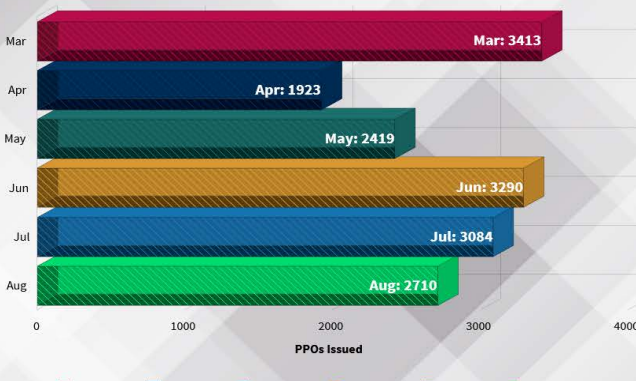
19081

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



Return Back to Home/Work

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

Working Hours

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

20920

Calls handled since 01/06/2020

34289

Emails handled since 01/04/2020

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 MARATHA



NIC
National Informatics Centre

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Last Updated : 13/08/2021

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

Best Viewed in 1440 x 900 resolution

Login in "Bhavishya" by Retiree

➤ Retiree can login by using **id** and **password** sent on **mobile/e-mail**.

The screenshot shows the Bhavishya Pension Sanction & Payment Tracking System login page. The header includes the Government of India logo, the Ministry of Personnel, Public Grievances & Pensions, and the Department of Pension & Pensioners' Welfare. A quote by A. P. J. Abdul Kalam is displayed: "End is not the end, in fact E.N.D. means 'Effort Never Dies'". The navigation bar includes links for ABOUT US, DOWNLOADS, NODAL OFFICERS LIST, FAQs, CONTACT US, REGISTRATION, and LOGIN. The main content area features a "Login on Bhavishya" form with the following fields and annotations:

- LOGIN ID / USER ID**: Annotated with "Enter login id sent on email or mobile no."
- SECURITY CODE**: Annotated with "Enter the captcha as displayed". The example code shown is "yfYaKd".
- CONTINUE**: Annotated with "Click on 'Continue' button".

A "Login" box with an arrow points to the LOGIN button in the top right navigation bar.

The screenshot shows the Bhavishya login page with the following fields and annotations:

- PASSWORD**: Annotated with "Enter password".
- RETIREMENT DATE**: Annotated with "Enter retirement date (DDMMYYYY), which is asked only one time when login for the first time."
- LOGIN**: Annotated with "Click on LOGIN".

A red-bordered box contains the text: "Changing the password after first login, if at any time password is forgot then it can be reset using 'Forgot Password' link". A "Forgot Password?" link is visible at the bottom of the form.

A note in a black-bordered box on the left states: "Note: One-time password is Date of Birth in DDMMYYYY format when login for the first time, password needs to be changed after first login."

Bhavishya: Retiree Dashboard


Welcome **Mr. Arjun Patel**

[Push ePPO in DigLocker](#)

Bhavishya

Employee/Pensioner Status Information

[Print All](#)
Status Date : 31/08/2020 4:48 PM



Name : Mr. Arjun Patel

Mobile :

Email :

Date of Retirement : 30/09/2020

Designation : SO

DDO Code : 249446

Organisation : Department of Pension & Pensioners' Welfare / Ministry of Personnel, Public Grievances & Pensions

Sanction Detail

Target Months BDR	Action	Task Completed	Due Date	Action Taken on	Remarks
12	Retiree List Sent to PAO	✓	30/09/2019	31/08/2020	
12	NDC Request Sent to Directorate of Estates	N.A	N.A		
12	Service Book Verified		30/09/2019		
10	NDC/Demand received from Directorate of Estates	N.A	N.A		
8	Forms sent to Retiree		31/01/2020		
6	Forms Filled & Send to HOO		31/03/2020		
6	Filled Forms Received from Retiree		31/03/2020		
4	Verification of Forms by HOO		31/05/2020		
4	Forms, Calculation Sheet & Service Book sent to PAO		31/05/2020		
1	PPO generated		31/08/2020		
0	Special Seal Authority (SSA) issued to Bank with a copy to Retiree		23/09/2020		

[Print](#)

Click here if you wish to update your mobile no. or email

Payment Details

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

[Print](#)

First page after login shows the Employee/Pensioners Information Sheet having two parts:

1. Sanction Details: Details of actions taken by stakeholders
2. Payment Details: Details of retirement benefits & pension payment

Push ePPO in *DigiLocker*

Welcome **Mr. Arjun Patel**

Bhavishya
Employee/Pensioner Status Information

1. Push ePPO in DigiLocker

[Print All](#)
Status Date : 02/09/2020 11:21 AM

Sanction Detail [Print](#)

Target Months BDR	Action	Task Completed	Due Date	Action Taken on	Remarks
12	Retiree List Sent to PAO	✓	30/09/2019	31/08/2020	
12	NDC Request Sent to Directorate of Estates	N.A	N.A		
12	Service Book Verified		30/09/2019		
10	NDC/Demand received from Directorate of Estates	N.A	N.A		

Name : **Mr. Arjun Patel**
Mobile :

- 1 After login in **Bhavishya**, on retiree dashboard, click on '**Push ePPO in DigiLocker**' button.

DigiLocker
Document Wallet to Empower Citizens

Sign in to your account

Mobile / Aadhaar / Username

[Sign in with OTP](#)

Don't have DigiLocker account [Sign up](#)

2. Sign in with OTP

Sign up

- 2 After clicking '**Push ePPO in DigiLocker**' button, if the **DigiLocker** account is not linked with **Bhavishya** then page will be redirected to **DigiLocker Sign in** screen, else PPO will be **PUSHED** in **Retiree DigiLocker Account**.

- If account already exists in **DigiLocker**, enter **Mobile/Aadhar/Username** and click on '**Sign in with OTP**'.

Note: If retiree don't have **DigiLocker** accout, then account needs to be created using '**Sign Up**' option.

Push ePPO in DigiLocker (continued...)

The screenshot shows the DigiLocker login interface. At the top, the DigiLocker logo is displayed with the tagline "Document Wallet to Empower Citizens". Below the logo, the text "Sign in to your account" is centered. There are two input fields: "Username" and "Enter OTP". The OTP field contains six dots, indicating that an OTP has been received. Below the OTP field, a message states: "DigiLocker has sent a One-Time Password (OTP) to your mobile. Please enter the OTP." and a timer shows "10 Waiting for OTP...". A blue "Continue" button is located at the bottom right of the form, highlighted with a red rectangular box. An arrow points from this box to a green-bordered callout box containing the text "3. Continue". At the bottom left, there is a link: "Don't have DigiLocker account? [Sign up](#)".

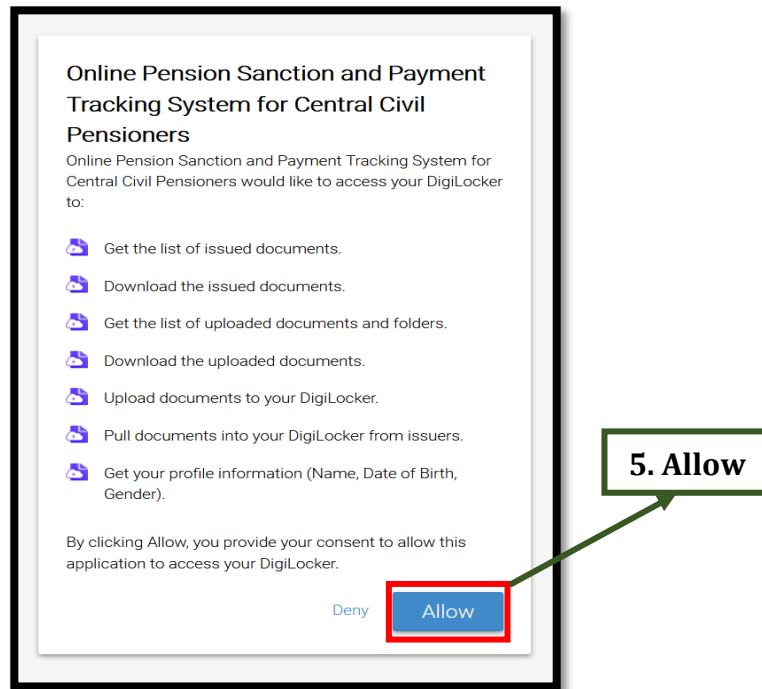
3 Enter **OTP** and click '*Continue*'.

The screenshot shows the "Enter security PIN to Sign in" page. It features a "Security PIN" input field with a toggle icon on the right. Below the input field, a red error message reads "Please enter correct PIN". A blue link "Forgot my PIN" is positioned below the error message. A blue "Submit" button is located at the bottom right of the form, highlighted with a red rectangular box. An arrow points from this box to a green-bordered callout box containing the text "4. Submit".

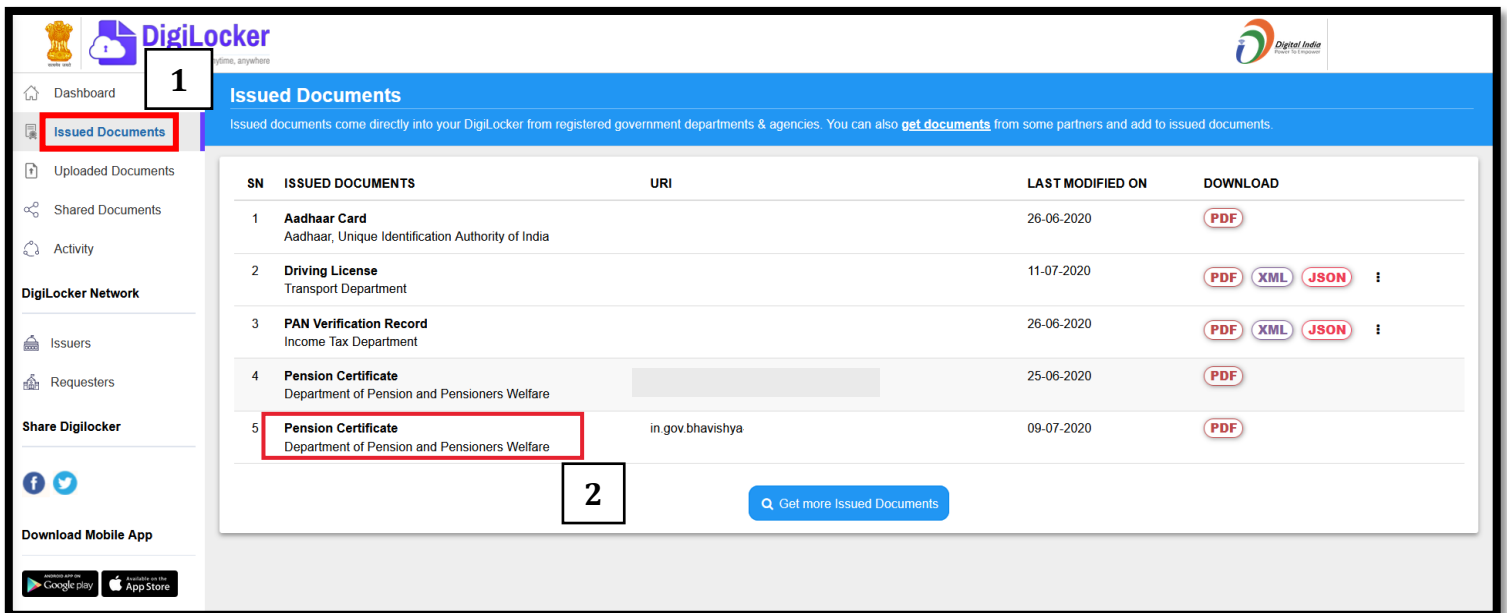
4 Enter '**Security PIN**' that was set during the creation of account in **DigiLocker** and click '**Submit**'.

Note: If PIN has been forgotten, then click on '**Forgot my PIN**' to reset PIN.

Push ePPO in DigiLocker (continued...)





- After reading the mentioned points, click on **'Allow'** button to provide consent to link your **Bhavishya** account to **DigiLocker** account. If the demographic information (Name, Date of Birth, Gender) in **DigiLocker** account matches with the information of retiree available in **Bhavishya**, then retiree's **Bhavishya** account will be linked with **DigiLocker**.
- After the process of linking of account is completed, ePPO will be **PUSHED** in **DigiLocker**, whenever PPO is issued through **PFMS** and data is made available in **Bhavishya**.




- ePPO when **PUSHED** in **DigiLocker**, will be available in **(1) Issued Documents** (after login in **DigiLocker** account).

Information to be Filled by Retiree

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 & Pensioner's Welfare

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

 Digital India
Power To Empower

Home | Information to be filled by Retiree | Print Forms | Download | Notification | Grievance | Change Password | Help | Edit Profile | Logout

Welcome **Mr. Arjun Patel**

Information to be filled by Retiree

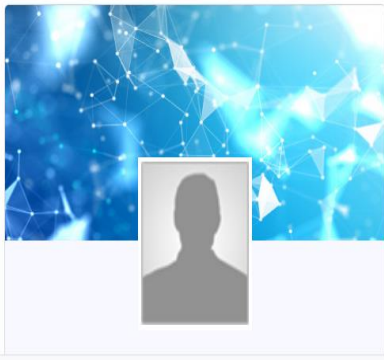
Push ePPO in DigiLocker

Bhavishya

Employee/Pensioner Status Information

[Print All](#)

Status Date : 03/09/2020 12:16 PM



Sanction Detail [Print](#)

Target Months BDR	Action	Task Completed	Due Date	Action Taken on	Remarks
12	Retiree List Sent to PAO	✓	30/09/2019	31/08/2020	
12	NDC Request Sent to Directorate of Estates	N.A	N.A		

- Click on “**Information to be filled by Retiree**” menu to get all the desired pension forms that are to be filled by retiree.

Personal Details

Personal Details

Personal Details

Commutation & FMA

Family Details

Nomination Form 1

Nomination Form A

Bank Details

Check List

Preview/ Print Forms

* Required Fields

Personal Details



[Click here to Get ePPO in DigiLocker](#)




Contact HOO for Correction in the below pre-filled information

1. Name	Mr. Arjun Patel	2. Designation at time of Retirement*	SO
3. PAN	AAXPL8632L	4. Ministry	Ministry of Personnel, Public Grievances & Pensions
5. Department	Department of Pension & Pensioners' Welfare	6. Office	
7. Division		8. Section	
		Emp. Code / IRLA / Force No./Regiment No.	
9. Date of Birth	01/10/1960	10. Date of Appointment	12/12/1980
11. Gender*	Male	12. Date of Superannuation	30/09/2020
13. Date of Retirement	30/09/2020	14(i). Father's/Husband's Name*	Mehul Patel
14(ii). Mother's Name		15. Email	
16. Alternate Email		17. Mobile Number*	
18. Height* (in cm.)		Blood Group*	---Select---
		19. Do you have family*	No

To receive the current status of your case please provide Mobile Number

- Personal Details captured from **EIS/ salary package** are pre-filled in the form. Retiree has to enter the remaining details and upload the **photographs & signature**.
- To get ePPO in **DigiLocker**, click on “**Click here to Get ePPO in DigiLocker**” and follow the same steps as shown under the heading **Push ePPO in DigiLocker**.

Personal Details (continued...)

<p>20. Present Address*</p> <input type="text"/> <p>Country*</p> <p>INDIA</p> <p>State*</p> <p>---Select State---</p> <p>District*</p> <p>---Select District---</p> <p>City*</p> <input type="text"/> <p>Pincode</p> <input type="text"/>	<p>21. Address After Retirement*</p> <input type="text"/> <p>Country*</p> <p>INDIA</p> <p>State*</p> <p>---Select State---</p> <p>District*</p> <p>---Select District---</p> <p>City*</p> <input type="text"/> <p>Pincode</p> <input type="text"/>
<p>21. Same as</p> <input type="checkbox"/>	
<p>22. Personal Identification Marks:* (allowed Character 0-9,a-z,())</p> <p>1- <input type="text"/></p> <p>2- <input type="text"/></p>	
<p>23. Indicate whether the family pension is admissible from any other source</p> <p>No</p>	
<p>24. Upload scanned image of photograph:</p> <p><small>* Note:Size should not exceed 70 KB!!! Only .JPEG, .PNG,.JPG file is allowed</small></p>	<p>Upload Photograph</p> 
<p>25. Upload scanned image of signature:</p> <p><small>* Note:Size should not exceed 70 KB!!! Only .JPEG, .PNG,.JPG file is allowed</small></p>	<p>Upload Signature</p> 
<p>26. Upload scanned image of joint photograph:</p> <p><small>* Note:Size should not exceed 70 KB!!! Only .JPEG, .PNG,.JPG file is allowed</small></p>	<p>Upload Joint Photograph</p> 
<p>27. Location from where you want to collect your PPO</p> <p>Office</p>	
<p>Save as Draft</p> <p><small>Note: Pension forms will be generated automatically on filling the above information.</small></p>	

➤ Enter all the **mandatory field** and **upload photographs and signature**.

Note: Size of photographs and signature should not exceed 70KB.

➤ After, filling the details click on **'Save as Draft'**.

Commutation & Fixed Medical Allowance (FMA)

Commutation & FMA

The screenshot shows a web form titled "Commutation & Fixed Medical Allowance Details". At the top, there are navigation tabs: "Personal Details", "Commutation & FMA" (highlighted with a red box and an arrow pointing to a callout box labeled "1."), "Family Details", "Nomination Form 1", "Nomination Form A", "Bank Details", "Check List", and "Preview/ Print Forms". A red asterisk indicates "Required Fields".

The main section is titled "Commutation & Fixed Medical Allowance Details". It contains the following fields and options:

- Percentage of superannuation pension desired to be commuted (max 40) ***: A text input field with a red border and a callout box labeled "1." pointing to it. Below it is a note: "* Note: enter 0 for no commutation".
- Whether your residence address after retirement is as an ***: A radio button selection with two options: "CGHS covered area" and "Non-CGHS area" (selected, with a red border and a callout box labeled "2." pointing to it). A link "List of CGHS Covered Cities" is visible to the right.
- Fixed Medical Allowance Options***: A list of five radio button options:
 - I will be residing in non-CGHS area but would be availing CGHS facility for In-patient Department (IPD) and Out-patient Department (OPD) treatment. I will not be eligible for FMA
 - I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA.
 - I will be residing in a non-CGHS area but would be availing CGHS facility for IPD treatment only by payment of CGHS contributions. I will also avail FMA for OPD treatment .
 - I will avail medical facilities available to spouse/family members who is an employee/ pensioner of Government/PSU /Autonomous Body. I will not avail CGHS facility and FMA
 - Avail Medical facility of previous Organisation. I will not avail CGHS facility and FMA
- Save as Draft**: A blue button with a red border and a callout box labeled "3." pointing to it.

At the bottom, there is a note: "Note:Pension forms will be generated automatically on filling the above information. It is beneficial for pensioner/family pensioner to avail CGHS facility from the nearest CGHS covered city,Even if you are living in non-CGHS area."

1 Commutation is optional and if retiree desires to commute the maximum permissible limit is up to 40% of Basic Pension.

2 Select option Whether your residence address after retirement is as an

(a) CGHS covered area

(b) Non-CGHS area

3 After filling the details, click on 'Save as Draft'.

Family Details (Form 3)

Family Details

Family Details (Form 3)

Definition of Family

Name of Family Member: _____

Title*:

First Name*:

Middle Name:

Date of Birth*:

Relation with Govt. Servant*:

Marital Status*:

Remarks (If any):

Suffering from Disability*:

Family member: [Upload Photograph](#)

Identification Mark (If any):

Address: Country:

State: District:

City: Pin code:

Note: Married Sons and Daughters are also the part of family.

2. [Add Family Member](#)

3.

S.No.	Name of the member of family	Date of birth	Relationship with the officer	Marital status	Remarks	View Certificate	Edit
1	Ms. Pakhi	21/10/1964	Wife	Married			<input type="button" value="Edit"/> <input type="button" value="Remove"/>

1 Details of the family members are to be filled one by one, according to the link **“Definition of Family”** provided on top right.

2 After filling the details of family member click on **‘Add Family Member’**. Similarly, add the details of other family members one by one.

3 Details of family member added, will be seen in the table below.

Edit: Click on edit button if you wish to change the details of any family member.

Remove: Click on cross button, if you wish to remove the details of any family member.

Definition of Family for Form 3


Family Details for the purpose of Form 3	Wife	Husband	Son
	Daughter	Father	Mother
	Disable Brother	Disable Sister	

Personal Details | Commutation & FMA | **Family Details** | Nomination Form 1 | Nomination Form A | Bank Details | Check List | Preview/ Print Forms * Required Fields

[Definition of family](#)

Family Details (Form 3)

Name of Family Member	Title* -Select Title-	First Name*	Middle Name	Surname
Date of Birth*		Relation with Govt. Servant* ---Select Relation---	Marital Status* ---Select Status---	
Remarks (If any)		Suffering from Disability* Yes	Attach Certificate Browse... No file selected.	
Type of Disability*		Nature of Disability* Permanent		

Family member Upload Photograph 

Identification Mark (If any)

Address	Delhi	Country	INDIA
State	DELHI	District	South Delhi
City	Delhi	Pin code	

Note : Married Sons and Daughters are also the part of family.

Add Family Member **Cancel**

Note: Married Sons and Daughters are also the part of family

Nomination Form 1

Common Nomination form for Gratuity, CGEGIS & GPF

Nomination Form 1

Personal Details | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms * Required Fields

Common Nomination form for Gratuity, CGEGIS, GPF(Form 1) ?

Definition of family

Nominee Details

Select Nominee

S.No.	Nomination For	Percentage share to be paid	Contingencies on happening of which nomination shall become invalid	Action
	<input type="text" value="-----Select-----"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Definition of Family

Definition of Family for Nomination Form 1

Family Details for the purpose of Form 1 (Gratuity)			
Wife	Husband	Son	
StepSon	Daughter	StepDaughter(Unmarried)	
StepDaughter(Widow)	Son of pre-deceased Son	Daughter of pre-deceased Son	
Father	Mother	Brother	
StepBrother	Sister(Unmarried)	Sister(Widow)	
StepSister(Unmarried)	StepSister(Widow)		

Family Details for the purpose of Form 1 (CGEGIS)			
Wife	Husband	Son	
Daughter	Son of pre-deceased Son	Daughter of pre-deceased Son	
Father	Mother	Brother	
Sister(Unmarried)	Deceased Son's Widow(Widow)	Paternal Grand Father	
Paternal Grand Mother			

Family Details for the purpose of Form 1 (GPF)			
Wife	Husband	Son	
Daughter	Son of pre-deceased Son	Daughter of pre-deceased Son	
Father	Mother	Brother	
Sister(Unmarried)	Deceased Son's Widow(Widow)	Paternal Grand Father	
Paternal Grand Mother			

- Retiree can **select the nominee** from the **list of family members** or alternatively he/she can make nominee as per the **"Definition of family"** for the various nomination types.

Add Nominee

* Required Fields

Definition of family

Common Nomination form for Gratuity, CGEGIS, GPF(Form 1) ?

Nominee Details

Select Nominee

S.No.	Nomination For	Contingencies on happening of which nomination shall become invalid	Action
	-----Select-----		
	-----Select-----		
	Ms. Pakhi		Add
	Mr. Raj		
	OTHER		

Nomination Details

No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

- 1 Select **Nominee name** whether from already shown **family members** or **OTHER** to add new member as per **“Definition of Family”** for Nominations.

* Required Fields

Definition of family

Common Nomination form for Gratuity, CGEGIS, GPF(Form 1) ?

Nominee Details Edit Address/ Guardian

Select Nominee: Ms. Pakhi Delhi,Delhi,South Delhi,DELHI

S.No.	Nomination For	Percentage share to be paid	Contingencies on happening of which nomination shall become invalid	Action
	-----Select-----			
	-----Select-----			
	All(Gratuity, CGEGIS, GPF)			Add
	Gratuity			
	CGEGIS			
	GPF			

Nomina

No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

- 2 Select **‘Nomination For’**.
- 3 Enter **‘Percentage share to be paid’**.
- 4 After filling the details, click on **‘Add’** button.

Add Alternate Nominee

Personal Details
Commutation & FMA
Family Details
Nomination Form 1
Nomination Form A
Bank Details
Check List
Preview/ Print Forms

* Required Fields

Definition of family

Common Nomination form for Gratuity, CGEGIS, GPF(Form 1)
?

Nominee Details Edit Address/ Guardian

Select Nominee Ms. Pakhi Delhi,Delhi,South Delhi,DELHI

S.No.	Nomination For	Percentage share to be paid	Contingencies on happening of which nomination shall become invalid	Action
1	Gratuity	100	invalid/death	✍ ✖
2	CGEGIS	100	invalid/death	✍ ✖
3	GPF	100	invalid/death	✍ ✖
	-----Select-----			Add

Add Alternate Nominee
→

5. Add Alternate Nominee

Save Nomination
Cancel

5 Click on “Add Alternate Nominee” and select the **alternate nominee name, nomination type & percentage of share to be paid.**

Personal Details
Commutation & FMA
Family Details
Nomination Form 1
Nomination Form A
Bank Details
Check List
Preview/ Print Forms

* Required Fields

Definition of family

Common Nomination form for Gratuity, CGEGIS, GPF(Form 1)
?

Nominee Details Edit Address/ Guardian

Select Nominee Ms. Pakhi Delhi,Delhi,South Delhi,DELHI

S.No.	Nomination For	Percentage share to be paid	Contingencies on happening of which nomination shall become invalid	Action
1	Gratuity	100	invalid/death	✍ ✖
2	CGEGIS	100	invalid/death	✍ ✖
3	GPF	100	invalid/death	✍ ✖
	-----Select-----			Add

Alternate Nominee for above Nomination

Alternate Nominee Name	Nomination For	Percentage share to be paid	Address	Action
Mr. Raj	Gratuity	100	View/Edit Address	✍ ✖
	CGEGIS	100		✍ ✖
	GPF	100		✍ ✖
-----Select-----	-----Select-----		Edit Address/ Guardian	Add

6.
←
Save Nomination
Cancel

6 Click on “Save Nomination” button to finalize the nomination details.

Personal Details
Commutation & FMA
Family Details
Nomination Form 1
Nomination Form A
Bank Details
Check List
Preview/ Print Forms

* Required Fields

Definition of family

Common Nomination form for Gratuity, CGEGIS, GPF(Form 1) ?

Nominee Added Successfully..

Nominee Details

Select Nominee -----Select-----

S.No.	Nomination For	Percentage share to be paid	Contingencies on happening of which nomination shall become invalid	Action
	-----Select-----	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Add

Nomination Details

S.No.	Nominee Name	Nomination For	%age share to be paid	Alternate Nominee (if any)	Contingencies on happening of which nomination shall become invalid	Edit/Delete
1	Ms. Pakhi	Gratuity	100	Mr. Raj ---- 100%	invalid/death	<div style="border: 1px solid green; padding: 2px; display: inline-block;">Edit</div>
		CGEGIS	100	Mr. Raj ---- 100%	invalid/death	<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> ✍ </div>
		GPF	100	Mr. Raj ---- 100%	invalid/death	<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> ✕ </div> <div style="border: 1px solid green; padding: 2px; display: inline-block; margin-top: 5px;">Remove</div>

Note:Pension forms will be generated automatically on filling the above information.

➤ Nominations finalized can be further **edited or deleted** until the **forms submitted/sent to Head of Office (HOO)**.

Nomination Form A

Common Nomination form for Arrears of Pension and Commutation of Pension

Nomination Form A

Personal Details | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

Common Nomination form for Arrears of Pension and Commutation of Pension(Form A) ?

Nominee Added Successfully..

Nominee Details

Select Nominee

S.No.	Nomination For	%age share to be paid	Contingencies on happening of which nomination shall become invalid	Action
	<input type="text" value="-----Select-----"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Nomination Details

S.No.	Nominee Name	Nomination For	%age share to be paid	Alternate Nominee (if any)	Contingencies on happening of which nomination shall become invalid	Edit/Delete
1	Ms. Pakhi	Commutated Value of Pension	100	Mr. Raj ---- 100%		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
		Arrears of Pension	100	Mr. Raj ---- 100%		

Note:Pension forms will be generated automatically on filling the above information.

- Procedure to assign the **nominee & alternate nominee** is same as in **Nomination form 1** except that here retiree can make nominations without any limits of *“Definition of family”*.

Bank Details

Bank Details

Bank Details

Personal Details | Commutation & FMA | Family Details | Nomination Form 1 | Nomination Form A | **Bank Details** | Check List | Preview/ Print Forms

* Required Fields

Bank Details

A. DETAIL OF ACCOUNT HOLDER

Name of Account Holder Ms. [redacted] Mitra Email [redacted] Mobile Number [redacted]
Contact Address [redacted] Telephone No. [redacted]

B. BANK ACCOUNT DETAILS

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


Branch IFSC Code * Bank Name*
[Get IFSC](#)

Branch Name with Location *

Complete Bank Account Number(Latest)* Confirm Account No*

Type of Bank Account*

* Note: Spouse Signature Size should not exceed 70 KB! Only .JPEG, .PNG, .JPG file is allowed

Name of the Spouse	Spouse Identification Mark	Spouse Signature
Mr. Satya Bratya Mitra	* <input type="text" value="One spot on the left hand."/>	* Upload Signature 

[Save as Draft](#)

Note: Pension forms will be generated automatically on filling the above information.

- Details of the **bank account (e.g. IFSC Code, Account No. etc.)** needs to be filled for the **disbursement of pension & concerned retirement benefits.**
- **Fill IFSC code and all the details like Bank Name and Address** will be automatically filled.

Checklist

Check List

Personal Details Commutation & FMA Family Details Nomination Form 1 Nomination Form A Bank Details **Check List** Preview/ Print Forms * Required Fields

Check List of Documents to be submitted along with Form 5

S.No.	Description of documents to be enclosed	Whether enclosed
1(a).	Two specimen signatures (to be furnished in a separate sheet)	Yes
(b).	Additional information (Only in case of an illiterate or disabled Government servant):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	N.A.
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	Yes
3.	Details of the family in Form 3.	Yes
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	N.A.
5.	Written statement for counting of period of service under rule 59(1) (a), if any	N.A.
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	Yes
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	Yes
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	Yes
9.	Form for submitting details under Anubhav (optional)	Yes
10.	Whether your name in Bank account is matching with the name in service book *	Yes

Save as Draft **Save As Draft**

Note:
a) Pension forms will be generated automatically on filling the above information.
b) Kindly submit the first page of passbook or cancelled cheque showing your name to HOO along with pension papers.

➤ Checklist is the **List of Forms/Documents** to be enclosed.

➤ Also, you must **carefully verify point no.10** and select **“Yes”** because if you select **“No”** system will prompt and **you will not be able to submit your forms to HOO.**

Preview/ Print Forms

Preview/Print Forms

Personal Details Commutation & FMA Family Details Nomination Form 1 Nomination Form A Bank Details Check List **Preview/ Print Forms** * Required Fields

Preview/ Print Forms

Pl. Verify the below given information and send to HOO by clicking on the button 'Send to HOO'. Also, take the print the Form 1, Form A, Form 3 & Form 5, sign



PERSONAL DETAILS

1. Name	Mr. Abha	2. Designation at time of Retirement	so
3. PAN	ARBPS6821N	4. Ministry	Ministry of Personnel, Public Grievances & Pensions
5. Department	Department of Pension & Pensioners' Welfare	6. Office	
7. Division		8. Section	
9. Date of Birth	12/01/1959	10. Date of Appointment	08/01/1983
11. Date of Retirement	31/01/2019	12. Date of Superannuation	31/01/2019
13. Gender	Male		
14. Father's/Husband's Name	Kabir	15. Email	
16. Alternate Email		17. Mobile Number	
18. Height	170cm	19. Do you have family	Yes
20. Present Address	Delhi	21. Address After Retirement	Delhi
State	DELHI	State	DELHI
District	Central Delhi	District	Central Delhi
City	Delhi	City	Delhi
Pin code		Pin code	
22. Personal Identification Marks:			
1- ders		2- d	
23. Indicate whether the family pension is admissible from any other source			
N.A.			
24. Photograph		25. Signature	
26. Joint Photograph			

FAMILY MEMBER DETAILS

S.No.	Name of the member of family	Date of Birth	Relationship with the officer	Marital Status	Remarks
1	Ms. Abha	01/11/1963	Wife	Married	

NOMINATION FORM 1

S.No.	Nominee Name	Nomination Type	%age share to be paid	Alternate Nominee(if any)	Contingencies on happening of which nomination shall become invalid
1	Ms. Abha	Gratuity	100		
		CPEGIS	100		
		GPF	100		

NOMINATION FORM A


S.No.	Nominee Name	Nomination Type	%age share to be paid	Alternate Nominee(if any)	Contingencies on happening of which nomination shall become invalid
1	Ms. Abha	Commutation Value of Pension	100		
		Arrears of Pension	100		

BANK ACCOUNT DETAILS

Branch Name	STATE BANK OF INDIA	Type of Bank Account	Single(H)
Branch Name with Location	STATE BANK OF INDIA ,4893,PHOOTA ROAD, DELHI, ,DELHI , City :SME BRANCH SADAR BAZ ,Distt :NEW DELHI ,State :DELHI ,110006		
Branch IFSC Code	SBIN0000596		
Bank Account Number	25451245124		

Preview/Print Forms (continued....)

COMMUTATION & FMA		
Percentage of superannuation pension desired to commuted (upto 40%)	40%	
whether your residence address after retirement is as an CGHS covered area/Non-CGHS area	Non-CGHS area	
Fixed Medical Allowance Option Given	I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA.	
CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH FORM 5		
S.No.	Description of documents to be enclosed	Whether enclosed
1.(a)	Two specimen signatures (to be furnished in a separate sheet)	
	(b) Additional information (Only in case of an illiterate or disabled Government servant):-	
	Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1) (a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	
9.	Form for submitting details under Anubhav (optional)	
10.	Whether name of retiree in Service Book and Bank are same	

PRINT FORMS		
Forms	View	Download
Nomination Form 1	View	
Nomination Form A	View	
Form 3	View	
Form 5	View	
Undertaking	View	
FMA	View	

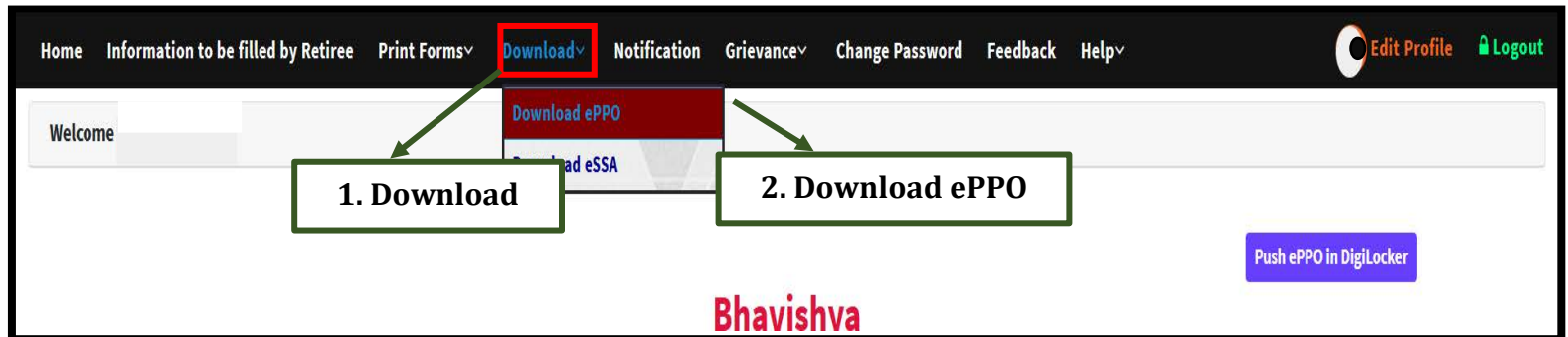
Submit To HOO

➔

Submit To HOO

- In this section retiree can **preview all details filled by him/her** and **send them to the HOO** by clicking on **“Submit to HOO”** button.
- **After submitting online, Retiree has to take the Print out of the filled Forms, sign them and submit Hard copies to HOO.**

Download ePPO

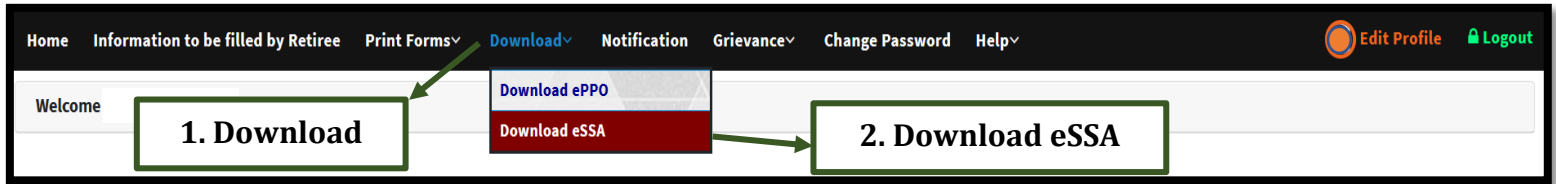


- 1 Click on '**Download**' menu.
- 2 Click on '**Download ePPO**' from submenu.

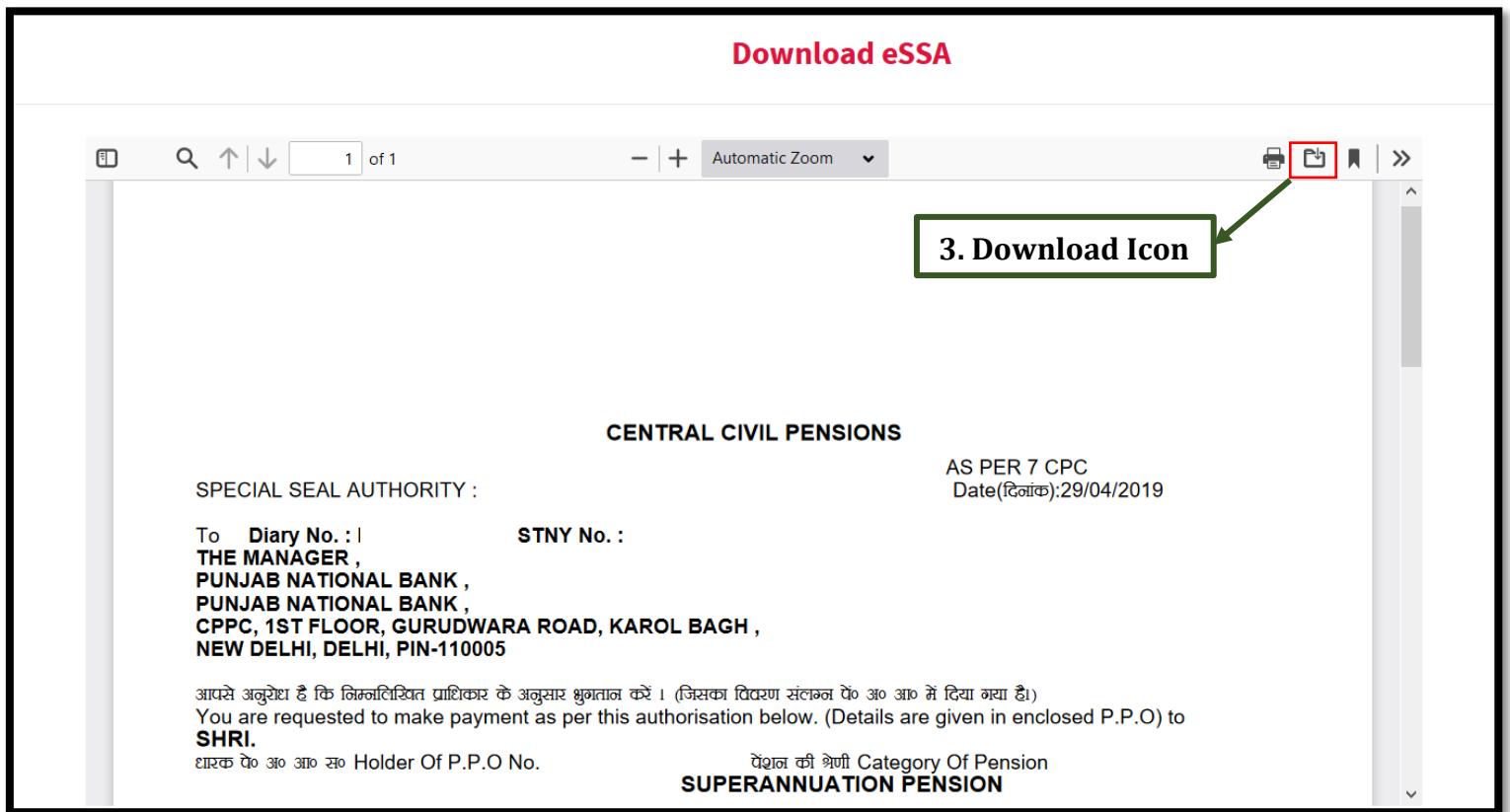


- 3 Click on **download icon** to **download ePPO**.

Download eSSA



- 1 Click on '**Download**' menu.
- 2 Click on '**Download eSSA**' from submenu.



- 3 Click on **download icon** to **download eSSA**.

Contact Details

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