BHAVISHYA

Pension Sanction & Payment Tracking System For Central Civil Retirees

An Initiative of Department of Pension & Pensioner's Welfare

INSTRUCTIONS FOR ORGANISATION ADMIN

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 NODAL OFFICER/ORG ADMIN

➤ Registration process for Organisation Administrator

1. **Fill Registration Form provided ; Registration → Registration form → Click here for nodal officer registration form OR go to Downloads → Nodal officer Registration Form .** Fill and send the signed form either by post or send the scanned copy of form on **Bhavishya@nic.in** email id.

2. **Mandatory details required are NIC/GOV Email-id & Mobile No.**

National Informatics Centre   Bhavishya   Internal Documents

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

Application for . Department Users in Bhavishya

(The completed application form, duly signed by the Applicant and the competent Authority of department, should be submitted to Support Center at "NIC, 381 C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003" or send scanned copy to bhavishya@nic.in contact no.:24640650 & 24640651).

Please use CAPITAL LETTER.   * Entries are mandatory and need to be filled
1) Name*:
Dr./Mr./Ms.:_____ First Name: _____ Surname:_____
2) (a) Gender (M/F)*:_____ (b) Date of Birth (dd/mm/yyyy)*:_____
   (c) Designation* :_____ (d) Emp. Code:_____
                                                (Organisation Employee Code (if Any))
3) Ministry*: _____
4) Department*: _____
5) Organization*: _____
4) Address for correspondence*:_____
_____District:_____
City: _____State:_____ Pin Code: _____
5) Telephone Number :(O)*_____(R)_____ FAX:_____
6) Mobile*: _____ Email_id*: a)_____@nic.in
                              (Organisation Designation/Post based Email Id only)
7) Alternate e-mail address, if any, for correspondence:_____
8) Date of Retirement/Date of Completion of Contract (dd/mm/yyyy)*:_____

                                         Signature of the Applicant
                                         with date and seal
Account Type:
:Organisation Admin

\Signature of Competent
Authority of the Department
with date and seal

National Informatics Centre   Bhavishya Ver.1.0   Page 1 of 1

3. **Login Id and password will be sent to Nodal Officer on registered email and mobile number.**

Full view of Nodal Officer Registration Form

Government of India
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Please use CAPITAL LETTER.   * Entries are mandatory and need to be filled

1) Name*:
Dr./Mr./Ms.:_____   First Name: _____Surname:_____

2) (a) Gender (M/F)*:_____ (b) Date of Birth (dd/mm/yyyy)*:_____

   (c) Designation* :_____(d) Emp. Code: _____
                                                        (Organisation Employee Code (if Any))

3) Ministry*: _____

4) Department*: _____

5) Organization*: _____

4) Address for correspondence*:_____

_____District: _____

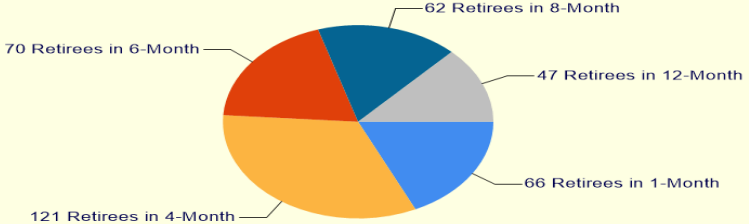City: _____State:_____ Pin Code: _____

5) Telephone Number :(O)*_____(R)_____FAX:_____

6) Mobile*: _____ Email_id*: a) _____@nic.in
                                        (Organisation Designation/Post based Email Id only)
7) Alternate e-mail address, if any, for correspondence: _____

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                                                        Signature of the Applicant
                                                        with date and seal
Account Type:
:Organisation Admin

\Signature of Competent
Authority of the Department
with date and seal

ROLE OF ORG ADMIN IN 'BHAVISHYA'

➢ Login in 'Bhavishya' (bhavishya.nic.in).

➢ Org admin can register users manually.

➢ Activate online registered user.

➢ Monitor overall progress of retiring employees under his/her domain.

➢ Upload retiring employees data.

➢ Generation and Printing of Pensioner Identity Card.

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.

- Generation of Pensioner's Identity Card.

HOW TO ACCESS 'BHAVISHYA'

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

<div align="center">

OR

</div>

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

'BHAVISHYA' HOME PAGE

GOVERNMENT OF INDIA   MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

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

Digital India
Power To Empower

About Us   Downloads +   Training   User Manuals +   Contact us   Nodal Officers List   Registration +   🔒 Login

62 Retirees in 8-Month
70 Retirees in 6-Month
47 Retirees in 12-Month
121 Retirees in 4-Month
66 Retirees in 1-Month

25   Ministry/ Department
9   Offices
114   DDOs
366   Retiring Employees
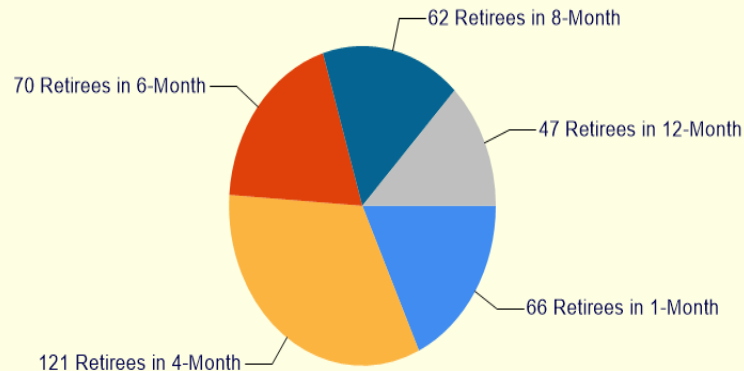
What's NEW   ...entral Pay Commission.

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

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

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'BHAVISHYA' LOGIN PAGE

ORG ADMIN DASHBOARD

Dashboard

Print

(PENSION SANCTION & PAYMENT TRACKING SYSTEM)

TRACKING STATUS

MINISTRIES/DEPARTMENTS	ATTACHED OFFICES	TOTAL DDO(S)		RETIRING EMPLOYEE(S)
		REGISTERED	NOT REGISTERED	
1	2	9	5	31

Retiring Employee(s)

1 Month	4 Months	6 Months	8 Months	12-15 Months	Retired, But PPO not Issued
9	10	15	19	31	0

Cases Processed/PPO Issued: 80

REPORT MENU

Organisation Admin has following reports available:

➢ **Retiree/Pensioner Information Sheet**
- *Detailed information about retiree/pensioner case status*

➢ **CPAO Data analysis**
- *Summary & Detailed report on the status of PPO and first pension credited*

➢ **PPO Issued**
- *Summary & Detailed report of the retiree whose PPO has been issued*

➢ **Login History**
- *Login history of DDO/HOO*

➢ **Upload History**
- *Retiree data upload history*

USER MANAGEMENT MENU

Create / Modify

New Online Request

USER MANAGEMENT

Dashboard

Print

(PENSION SANCTION & PAYMENT TRACKING SYSTEM)
TRACKING STATUS

MINISTRIES/DEPARTMENTS	ATTACHED OFFICES	TOTAL DDO(S)		RETIRING EMPLOYEE(S)
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Cases Processed/PPO Issued: 80

1. Create/Modify

- ➢ **Org. Admin can create HOO/DDO users in Bhavishya.**

- ➢ **They can also modify registered user details.**

USER MANAGEMENT MENU(contd...)

2. New Request (Activation of Online Registered Users)

> Office users those who have registered online can be activated by clicking on the **Accept** link.

ROLE MANAGEMENT MENU

1. Change Default Role

> ➤ **Can change default role of registered users in Bhavishya if they have multiple roles in their login.**

ROLE MANAGEMENT MENU (contd..)

2. Assign Role

➤ **Can assign role such as DDO/PAO/HOO to registered users in Bhavishya.**

➤ **Can assign multiple roles such as DDO,PAO and HOO from 'Assign role'**

ROLE MANAGEMENT MENU (contd..)

3. Assign Offices

ROLE MANAGEMENT

ASSIGN OFFICES

○ Change Default Role
○ Assign Role
◉ Assign Offices
○ Assign Sub Offices

ASSIGN OFFICES

Search User :

Username :	KapilSharma	Or Name :		Or User Type :	Select Role ▼

Search

S.No.	Select	Officer Name	User Name	EmailId	Designation	Active Roles
1	◉	Kapil Sharma	KapilSharma	KapilSharma[at]nic[dot]in		HOO

Select Offices   Add Offices

S.No.	Role Assigned	Offices	Default Office
1	HOO	Department of Pension & Pensioners' Welfare (249446)	Department ▼

Update

➤ **Can assign multiple offices/divisions/department to registered users in Bhavishya.**

4. Assign Sub Offices

ROLE MANAGEMENT

ASSIGN SUB OFFICES

○ Change Default Role
○ Assign Role
○ Assign Offices
● Assign Sub Offices

ASSIGN SUB OFFICES

Search User :

Username : `kapil`   Or Name : [   ]   Or User Type : [Select Role ▾]

Search

S.No.	Select	Officer Name	User Name	EmailId	Designation	Active Roles
1	●	Kapil Sharma	KapilSharma	KapilSharma[at]nic[dot]in		HOO

Select Sub Offices

S.No.	Role Assigned	Offices	Sub Offices	Default Sub Office
1	HOO	Department of Pension & Pensioners' Welfare,		[▾]

Update

➢ **Can also assign multiple Sub offices to registered users in Bhavishya**

UTILITY MENU

1. Import XML (Import Retiree Details)

> **Organisation admin can import/upload data of all retiring employees by generating data in XML format from salary package.**

UTILITY MENU (contd..)

2. Pensioner's Identity Card

> ➤ **Pensioner Identity card can be printed for the retirees whose PPO is issued**

MASTER

MASTER

MINISTRY/DEPARTMENT UPDATION

Ministry / Department Updation

MINISTRY MASTER

Search :

EDIT

S.No	Ministry / Department	Parent Ministry/Departmrnt	DDO Code	Active	Edit
1	NITI Aayog		232715	True	✎
2	NITI Aayog(PEO)	PROGRAMME EVALUATION ORGANISATION	232716	True	✎

➢ **Can edit office/DDO description**

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 - 24644847**